

# MEMORANDUM

**TO:** DCHC MPO Policy Board  
**FROM:** Doug Plachcinski, AICP, CFM, Executive Director  
**DATE:** January 9, 2023  
**RE:** **FY2022-23 UPWP AMENDMENT #2**

## REQUEST

To approve the following FY22-23 UPWP amendment #2:

1. Increase the STBG-DA funding in the II-B Planning Process, Targeted Planning/CMP from \$121,000 to \$205,000.
  - a. This increase is from previously unprogrammed STBGDA funds allocated to the MPO in the STIP.
  - b. This moves funding for the MPO CMP consultant contract under a single Federal funding resource, \$140,000 total, inclusive of Federal funding and local match.
  - c. This also increases the STBG-DA funding in the Town of Chapel Hill's II-B-1 Targeted Planning Task to \$55,000 from \$50,000, inclusive of Federal funding and local match. The MPO allocated this funding to the Town of Chapel Hill
2. Add a new task in II-B-3 Planning Process, Special Studies Operations 3E Orange County Transportation Comprehensive Plan at \$120,000 of STBG-DA funding with \$30,000 local match funds provided by Orange County, for a total project cost of \$150,000. The MPO allocated this funding this funding to Orange County. This increase is paid for with STBG-DA funds allocated to the MPO in the STIP but not programmed in the UPWP.
3. Reduce the PL funds in the III-C-2 Environmental Justice from \$15,625 (\$12,500 PL + \$3,125 Local Match) to \$15,000 (\$12,000 PL + \$3,000 Local Match).

**This proposed amendment increases the programmed STBG DA amount from \$2,792,385 (\$2,233,908 STBG DA federal funds + \$558,477 local match) to \$3,026,385 (\$2,421,108 STBG DA federal funds + \$605,277 local match). The net total increase in STBG DA is \$234,000 (\$187,200 STBG DA federal funds + \$46,800 local match).**

**This proposed amendment decreases the programmed PL amount from \$616,625 (\$493,300 PL federal funds + \$123,325 local match) to \$616,000 (\$492,800 PL federal funds + \$123,200 local match)**

## MOTIONS

1. **MPO Policy Board:** To approve FY22-23 UPWP Amendment #2 and authorize the MPO Board Chair to sign the 2022-2023 UPWP Amendment #2 Resolution.

**RESOLUTION**

**TO APPROVE AMENDMENT #2 TO THE FY 2022-2023 UNIFIED PLANNING  
WORK PROGRAM OF THE DURHAM-CHAPEL HILL-CARRBORO  
METROPOLITAN PLANNING ORGANIZATION (DCHC MPO)**

**January 11, 2023**

A motion was made by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

**WHEREAS**, A comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation planning projects are effectively allocated to the DCHC MPO; and

**WHEREAS**, The Durham-Chapel Hill-Carrboro MPO requests an amendment to the 2023 UPWP as outlined on the attached tables; and

**WHEREAS**, Members of the Board agree that the Unified Planning Work Program amendment effectively advances transportation planning for 2023.

**Now, therefore, be it resolved that the Board hereby endorses Amendment #2 of the Durham- Chapel Hill-Carrboro Urban Area Unified Planning Work Program for the FY 2022 as described in the attached sheets.**

I, Jenn Weaver, MPO Board Chair, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Durham-Chapel Hill- Carrboro Urban Area MPO Board, duly held on the 11<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Jenn Weaver, DCHC MPO Board Chair

City of Durham, North Carolina

I certify that Jenn Weaver personally appeared before me this day to affix her signature to this document.  
Date: January 11th, 2023

\_\_\_\_\_  
David R. Miller, Notary Public  
My commission expires: February 13, 2027

**MPO Wide - Detail Funding Tables - All Funding Sources  
Amendment #2**

FTA Task Code	Task Code	Task Description	STBG-DA			Sec. 104(f)			Section 5303			Section 5307			Task Funding Summary			
			133(b)(3)(7)			PL			Highway/Transit			Transit			Local	NCDOT	Federal	Total
			Local 20%	FHWA 80%	TOTAL 100%	Local 20%	FHWA 80%	TOTAL 100%	Local 10%	NCDOT 10%	FTA 80%	Local 10%	NCDOT 10%	FTA 80%				
	<b>II A</b>	<b>Data and Planning Support</b>																
44.24.00		1 Networks and Support Systems	37,000	148,000	185,000	29,600	118,400	148,000	3,413	3,413	27,300	0	0	0	70,013	3,413	293,700	367,125
44.23.01		2 Travelers and Behavior	83,700	334,800	418,500	13,200	52,800	66,000	4,656	4,656	37,247	0	0	0	101,556	4,656	424,847	531,059
44.23.02		3 Transportation Modeling	70,000	280,000	350,000	10,000	40,000	50,000	867	867	6,934	15,325	15,325	122,600	96,192	16,192	449,534	561,917
	<b>II-B</b>	<b>Planning Process</b>																
44.23.02		1 Targeted Planning/CMP	41,000	164,000	205,000	7,000	28,000	35,000	3,157	3,157	25,253	0	0	0	51,157	3,157	217,253	271,566
44.23.01		2 Regional Planning	43,463	173,854	217,317	8,000	32,000	40,000	2,234	2,234	17,871	2,305	2,305	18,440	56,002	4,539	242,165	302,706
44.27.00		3 Special Studies Operations	30,632	122,528	153,160	2,000	8,000	10,000	3,234	3,234	25,871	0	0	0	35,866	3,234	156,399	195,499
		3A Durham Freeway Corridor Study	90,000	360,000	450,000										90,000		360,000	450,000
		3B Hillsborough Churton St Feasibility Study	40,000	160,000	200,000										40,000		160,000	200,000
		3C Hillsborough Greenway Study	16,000	64,000	80,000										16,000		64,000	80,000
		3D 15-501 Quad Section Corridor Study	30,000	120,000	150,000										30,000		120,000	150,000
		3E Orange County Comprehensive Transportation Plan	30,000	120,000	150,000										30,000		120,000	150,000
	<b>III-A</b>	<b>Planning Work Program</b>																
44.21.00		1 Planning Work Program	1,617	6,467	8,084	8,000	32,000	40,000	897	897	7,175	0	0	0	10,514	897	45,642	57,053
44.24.00		2 Metrics and Performance Measures	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
	<b>III-B</b>	<b>Transp. Improvement Plan</b>																
44.25.00		1 Prioritization	0	0	0	200	800	1,000	0	0	0	0	0	0	200	-	800	1,000
44.25.00		2 Metropolitan TIP	2,719	10,875	13,594	8,000	32,000	40,000	4,656	4,656	37,247	0	0	0	15,375	4,656	80,122	100,153
44.25.00		3 Merger/Project Development	4,767	19,068	23,835	7,000	28,000	35,000	0	0	0	0	0	0	11,767	-	47,068	58,835
	<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr. Reg. Reqs.</b>																
44.27.00		1 Title VI	0	0	0	200	800	1,000	0	0	0	0	0	0	200	-	800	1,000
44.27.00		2 Environmental Justice	3,875	15,500	19,375	3,125	12,500	15,625	0	0	0	0	0	0	7,000	-	28,000	35,000
44.27.00		3 Minority Business Enterprise Planning	0	0	0	200	800	1,000	0	0	0	0	0	0	200	-	800	1,000
44.27.00		4 Planning for the Elderly & Disabled	0	0	0	200	800	1,000	0	0	0	0	0	0	200	-	800	1,000
44.27.00		5 Safety/Drug Control Planning	0	0	0	200	800	1,000	0	0	0	0	0	0	200	-	800	1,000
44.27.00		6 Public Involvement/ Equitable Comm. Engag.	17,948	71,792	89,740	13,000	52,000	65,000	2,851	2,851	22,805	0	0	0	33,799	2,851	146,597	183,246
44.27.00		7 Private Sector Participation	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
	<b>III-D</b>	<b>Statewide &amp; Extra-Regional Planning</b>																
44.27.00		1 Statewide & Federal Policy Development & Implementation	20,000	80,000	100,000	0	0	0	0	0	0	0	0	0	20,000	-	80,000	100,000
44.27.00		2 Statewide & Extra-Regional Planning	21,125	84,500	105,625	4,000	16,000	20,000	2,446	2,446	19,569	0	0	0	27,571	2,446	120,069	150,086
	<b>III-E</b>	<b>Management &amp; Operations</b>																
44.27.00		1 Board & TC Support and Liaison	16,431	65,724	82,155	5,400	21,600	27,000	0	0	0	0	0	0	21,831	-	87,324	109,155
44.27.00		2 Member Services	5,000	20,000	25,000	2,000	8,000	10,000	2,350	2,350	18,800	0	0	0	9,350	2,350	46,800	58,500
44.27.00		3 Workgroup Support	0	0	0	2,000	8,000	10,000	0	0	0	0	0	0	2,000	-	8,000	10,000
		<b>Totals</b>	<b>605,277</b>	<b>2,421,108</b>	<b>3,026,385</b>	<b>123,325</b>	<b>493,300</b>	<b>616,625</b>	<b>30,759</b>	<b>30,759</b>	<b>246,072</b>	<b>17,630</b>	<b>17,630</b>	<b>141,040</b>	<b>776,991</b>	<b>48,389</b>	<b>3,301,520</b>	<b>4,126,900</b>
		<b>Previously Programmed Studies using FY22 DA Funds</b>																
44.27.00		3 Special Studies US-70 West	40,000	160,000	200,000										40,000		160,000	200,000
44.27.00		3 Special Studies US-70 East	60,000	240,000	300,000										60,000		240,000	300,000

LPA

	Task Description	STBG-DA 133(b)(3)(7)		Sec. 104(f) PL		Section 5303 Highway/Transit			Section 5307 Transit			Task Funding Summary			
		Local 20%	FHWA 80%	Local 20%	FHWA 80%	Local 10%	NCDOT 10%	FTA 80%	Local 10%	NCDOT 10%	FTA 80%	Local	NCDOT	Federal	Total
<b>II A</b>	<b>Data and Planning Support</b>														
	1 Networks and Support Systems	\$36,400	\$145,600	\$29,600	\$118,400	\$0	\$0	\$0	\$0	\$0	\$0	\$66,000	\$0	\$264,000	\$330,000
	2 Travelers and Behavior	\$82,800	\$331,200	\$13,200	\$52,800	\$0	\$0	\$0	\$0	\$0	\$0	\$96,000	\$0	\$384,000	\$480,000
	3 Transportation Modeling	\$70,000	\$280,000	\$10,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000	\$0	\$320,000	\$400,000
<b>II-B</b>	<b>Planning Process</b>														
	1 Targeted Planning/CMP	\$28,400	\$113,600	\$7,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,400	\$0	\$141,600	\$177,000
	2 Regional Planning	\$29,600	\$118,400	\$8,000	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$37,600	\$0	\$150,400	\$188,000
	3 Special Studies Operations	\$128,000	\$512,000	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000	\$0	\$520,000	\$650,000
<b>III-A</b>	<b>Planning Work Program</b>														
	1 Planning Work Program	\$0	\$0	\$8,000	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$32,000	\$40,000
	2 Metrics and Performance Measures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-B</b>	<b>Transp. Improvement Plan</b>														
	1 Prioritization	\$0	\$0	\$200	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$800	\$1,000
	2 Metropolitan TIP	\$0	\$0	\$8,000	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$32,000	\$40,000
	3 Merger/Project Development	\$0	\$0	\$7,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$0	\$28,000	\$35,000
<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr. Reg. Reqs.</b>														
	1 Title VI	\$0	\$0	\$200	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$800	\$1,000
	2 Environmental Justice	\$3,875	\$15,500	\$3,125	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$0	\$28,000	\$35,000
	3 Minority Business Enterprise Plannin	\$0	\$0	\$200	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$800	\$1,000
	4 Planning for the Elderly & Disabled	\$0	\$0	\$200	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$800	\$1,000
	5 Safety/Drug Control Planning	\$0	\$0	\$200	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$800	\$1,000
	6 Public Involvement/ Equitable Comm	\$16,055	\$64,218	\$13,000	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$29,055	\$0	\$116,218	\$145,273
	7 Private Sector Participation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-D</b>	<b>Statewide &amp; Extra-Regional Planning</b>														
	1 Statewide & Federal Policy Developm	\$20,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$80,000	\$100,000
	2 Statewide & Extra-Regional Planning	\$0	\$0	\$4,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$16,000	\$20,000
<b>III-E</b>	<b>Management &amp; Operations</b>														
	1 Board & TC Support and Liaison	\$14,600	\$58,400	\$5,400	\$21,600	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$80,000	\$100,000
	2 Member Services	\$0	\$0	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$8,000	\$10,000
	3 Workgroup Support	\$0	\$0	\$2,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$8,000	\$10,000
	<b>Totals</b>	<b>\$429,730</b>	<b>\$1,718,918</b>	<b>\$123,325</b>	<b>\$493,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$553,055</b>	<b>\$0</b>	<b>\$2,212,218</b>	<b>\$2,765,273</b>

Orange County

	Task Description	STBG-DA		Sec. 104(f)		Section 5303			Section 5307			Task Funding Summary				
		133(b)(3)(7)		PL		Highway/Transit			Transit			Local	NCDOT	Federal	Total	
		Local	FHWA	Local	FHWA	Local	NCDOT	FTA	Local	NCDOT	FTA					
20%	80%	20%	80%	10%	10%	80%	10%	10%	80%							
<b>II A</b>	<b>Data and Planning Support</b>															
1	Networks and Support Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Travelers and Behavior	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Transportation Modeling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$20,000	\$2,500	\$2,500	\$20,000	\$25,000
<b>II-B</b>	<b>Planning Process</b>															
1	Targeted Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Regional Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Special Studies	\$30,000	#####	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$120,000	\$150,000
<b>III-A</b>	<b>Planning Work Program</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	Planning Work Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Metrics and Performance Measures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-B</b>	<b>Transp. Improvement Plan</b>															
1	Prioritization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Metropolitan TIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Merger/Project Development	\$0	\$0													
<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr .Reg. Reqs.</b>															
1	Title VI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Environmental Justice	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Minority Business Enterprise Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	Planning for the Elderly & Disabled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5	Safety/Drug Control Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	Public Involvement/ Equitable Comm. Eng	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7	Private Sector Participation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-D</b>	<b>Statewide &amp; Extra-Regional Planning</b>															
1	Statewide & Federal Policy Development &	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Statewide & Extra-Regional Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-E</b>	<b>Management &amp; Operations</b>															
1	Board & TC Support and Liaison	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Member Services	\$5,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$20,000	\$25,000
3	Workgroup Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>		\$35,000	#####	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$20,000	\$37,500	\$2,500	\$160,000	\$200,000

Town of Chapel Hill

	Task Description	STBG-DA 133(b)(3)(7)		Sec. 104(f) PL		Section 5303 Highway/Transit			Section 5307 Transit			Task Funding Summary			
		Local 20%	FHWA 80%	Local 20%	FHWA 80%	Local 10%	NCDOT 10%	FTA 80%	Local 10%	NCDOT 10%	FTA 80%	Local	NCDOT	Federal	Total
<b>II A</b>	<b>Data and Planning Support</b>														
1	Networks and Support Systems	\$0	\$0	\$0	\$0	\$3,413	\$3,413	\$27,300	\$0	\$0	\$0	\$3,413	\$3,413	\$27,300	\$34,125
2	Travelers and Behavior	\$0	\$0	\$0	\$0	\$4,656	\$4,656	\$37,247	\$0	\$0	\$0	\$4,656	\$4,656	\$37,247	\$46,559
3	Transportation Modeling	\$0	\$0	\$0	\$0	\$867	\$867	\$6,934	\$0	\$0	\$0	\$867	\$867	\$6,934	\$8,667
<b>II-B</b>	<b>Planning Process</b>														
1	Targeted Planning	\$11,000	\$44,000	\$0	\$0	\$3,157	\$3,157	\$25,253	\$0	\$0	\$0	\$14,157	\$3,157	\$69,253	\$86,566
2	Regional Planning	\$0	\$0	\$0	\$0	\$2,234	\$2,234	\$17,871	\$0	\$0	\$0	\$2,234	\$2,234	\$17,871	\$22,339
3	Special Studies	\$0	\$0	\$0	\$0	\$3,234	\$3,234	\$25,871	\$0	\$0	\$0	\$3,234	\$3,234	\$25,871	\$32,339
<b>III-A</b>	<b>Planning Work Program</b>														
1	Planning Work Program	\$0	\$0	\$0	\$0	\$897	\$897	\$7,175	\$0	\$0	\$0	\$897	\$897	\$7,175	\$8,969
2	Metrics and Performance Measures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-B</b>	<b>Transp. Improvement Plan</b>														
1	Prioritization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Metropolitan TIP	\$0	\$0	\$0	\$0	\$4,656	\$4,656	\$37,247	\$0	\$0	\$0	\$4,656	\$4,656	\$37,247	\$46,559
3	Merger/Project Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-C</b>	<b>Cvl Rgts. Cmp./Otr .Reg. Reqs.</b>														
1	Title VI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Environmental Justice	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Minority Business Enterprise Planni	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	Planning for the Elderly & Disabled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5	Safety/Drug Control Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	Public Involvement/ Equitable Com	\$0	\$0	\$0	\$0	\$2,851	\$2,851	\$22,805	\$0	\$0	\$0	\$2,851	\$2,851	\$22,805	\$28,506
7	Private Sector Participation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III-D</b>	<b>Statewide &amp; Extra-Regional Planning</b>														
1	Statewide & Federal Policy Develop	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Statewide & Extra-Regional Plannin	\$0	\$0	\$0	\$0	\$2,446	\$2,446	\$19,569	\$0	\$0	\$0	\$2,446	\$2,446	\$19,569	\$24,461
<b>III-E</b>	<b>Management &amp; Operations</b>														
1	Board & TC Support and Liaison	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Member Services	\$0	\$0	\$0	\$0	\$2,350	\$2,350	\$18,800	\$0	\$0	\$0	\$2,350	\$2,350	\$18,800	\$23,500
3	Workgroup Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>		<b>\$11,000</b>	<b>\$44,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,759</b>	<b>\$30,759</b>	<b>\$246,072</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,759</b>	<b>\$30,759</b>	<b>\$290,072</b>	<b>\$362,590</b>



**ORANGE COUNTY GOVERNMENT  
TRANSPORTATION SERVICES DEPARTMENT**



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**REQUEST FOR PROPOSAL (RFP)**

**Orange County Transportation Master Plan**

**Submittal Deadline: December 30, 2022, 5:00PM**

**Submittal Address:**

Orange County Transportation Services  
Nishith Trivedi  
600 NC 86  
Hillsborough, NC 27278  
Email: [ntrivedi@orangecountync.gov](mailto:ntrivedi@orangecountync.gov)

Durham-Chapel Hill-Carrboro Metropolitan Planning Organization  
Doug Plachcinski  
101 City Hall Plaza  
Durham, NC 27701  
Email: [Doug.Plachcinski@durhamnc.gov](mailto:Doug.Plachcinski@durhamnc.gov)



## ORANGE COUNTY GOVERNMENT TRANSPORTATION SERVICES DEPARTMENT



### **BACKGROUND**

Orange County (or the County) is issuing a Request for Proposals (RFP) from qualified consultants or teams for the Orange County Transportation Master Plan. This contract shall be partially reimbursed with Federal-aid funding through the Orange County Transportation Services (OCTS) and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Federal requirements and guidelines.

Orange County desires to develop a rational, high level, multi-model plan for the County which incorporates all transportation related projects within the unincorporated areas and local jurisdictions with respects to the aging population and changing demographic, equity, and other factors effecting the public right-of-way, all while defining needed transportation improvement which can be reflected in the Comprehensive Transportation Plan (CTP), Metropolitan Transportation Plan (MTP), State Transportation Improvement Program (STIP) and other regional, state and federal plans.

The local jurisdictions and Metropolitan Planning Organizations and Rural Planning Organization have adopted transportation plans that should be reviewed as part of this process, this includes all DCHC MPO, Burlington-Graham Metropolitan Planning Organization (BG MPO), Triangle Rural Planning Organization (TARPO), Mebane, Hillsborough, Chapel Hill and Carrboro. The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform the discipline listed below:

- Corridor, Multimodal, Long Range Transportation, Comprehensive Transportation Planning
- Public Involvement
- Municipal & Regional Planning Studies

The principal study tasks will include:

- Analysis of existing conditions/Articulation of problem
  - State and local transportation plans, policies and programs
  - Travel patterns and behaviors
    - Triangle Regional Model
    - Origin/Destination, select link analysis
  - Local Priorities
    - Safety Improvements and Speed Management
    - Low-Income/Minorities/Environmental Justice
  - Environmental and Climate Impact
  - Modes
    - Transit service
    - Bike and pedestrian
    - Freight and Rail
    - Highway
- Future conditions
  - Travel patterns/behaviors
  - Impacts on Commuting
  - New transit/commute options
- Public Engagement/Equity Engagement/Environmental Justice
  - Website
  - 2 or 3 round of public meetings in Orange County, DCHC MPO, BG MPO and TARPO





## ORANGE COUNTY GOVERNMENT TRANSPORTATION SERVICES DEPARTMENT



- Alternatives evaluation (including potential for bike and pedestrian facilities, environment, historic properties; ripple effects on other commute routes)
  - No-build
  - Congestion Management
- Strategies
  - Short-term, mid-term and long-term
  - Recommended Cross-Sections
- Action and Implementation Plan

### **SCOPE OF WORK**

A preliminary scope of work and project schedule shall be included in the overall response. RFP submittals should include a more detailed scope and approach to the work. The minimum services provided by the awarded consulting firm on this project will include:

- 1) Conduct Analysis of recent County and local jurisdictions transportation plans (Mebane, Hillsborough, Chapel Hill and Carrboro) along with other related plans including but not limited to the DCHC MPO, BG MPO and TARPO, relevant state and sub-regional plans for abutting jurisdictions.
- 2) Identify and prioritize mobility and safety enhancements along with intersection improvements in unincorporated areas, with emphasis on areas with schools, trails, transit services, significant future development nodes and industrial access.
- 3) Determine appropriate system connectivity in the unincorporated areas with emphasis to connections between local jurisdictions. This includes all modes of transportation such as sidewalks, bike lanes, multiuse paths, transit, freight and rail when NCDOT is improving existing roadway, in conjunction with NCDOT's Complete Street Policy and Implementation Guide.
- 4) Establish and implement a community outreach and information strategy to ensure appropriate resident, business, and county/municipal staff involvement is present throughout the planning process.
- 5) Prepare for and present at workshops for citizens, property owners, and stakeholders, including County and municipal officials; and present formally to county and municipal planning and governing bodies for public input, plan consideration, and final adoption. A minimum of six public input sessions are anticipated to adequately cover the County's jurisdiction. This would include a first round for input and a second round for sharing results.
- 6) Develop and maintain a project webpage.
- 7) Prepare and identify critical needs or improvements and strategies for funding those needs as well as party responsible for their implementation and provide strategic prioritization of transportation improvement (SPOT) and non-State Transportation Improvement Program (Non-STIP) recommendations.
- 8) Emphasis on transit, emergency medical service (EMS), and freight mobility, local delivery recommended improvements and needs.
- 9) Review and make recommendations on transit, bicycle and pedestrian opportunities throughout the County in accordance with Orange County's Complete Street and Vision Zero Policy.
- 10) Recommendations for provisions for autonomous and electrical vehicles.
- 11) Define conceptual new alignments with sufficient detail to utilize for r/w protection purposes and recommendations on right-of-way protection language in County Ordinances.
- 12) High-level capacity analysis to ensure the proposed recommendations of alignment, cross-section and intersection improvements are conceptually buildable and functional.



## ORANGE COUNTY GOVERNMENT TRANSPORTATION SERVICES DEPARTMENT



### **Core Technical Team**

This study contract will be administered by the DCHC MPO and the project will be managed by Orange County Transportation Services staff. Regular coordination on technical issues will be conducted with a Core Technical Team (CTT). The CTT will consist of one staff member each from Orange County, DCHC MPO, BG MPO, and TARPO. It is anticipated that monthly meetings with this CTT will occur throughout the duration of the study.

All in-person meetings with the CTT are to be held consistent with any remaining COVID protocols, including and up to the use of a hybrid (in person and virtual) meeting format, if needed. They are expected to occur at a meeting place of mutual agreement in or near the study area or in a hybrid format (virtual and in-person) based on any remaining COVID protocols. The consultant team will be expected to participate in bi-weekly study coordination calls with the Orange County Transportation Service staff project manager.

### **Public Engagement/EJ**

In addition to regular meetings with the established CTT, the consultant should design and administer a robust public engagement strategy for this study. The strategy should include, at a minimum, meetings or workshops targeting local officials, business and property owners and the general public. Much of the public interest in the County is anticipated to be through the lens of commuters, as the transportation network primarily functions for commuter mobility. Consequently, public engagement should strive to reach these users in addition to users/stakeholders located directly in the County. The level of engagement for the latter will likely need to be more involved and targeted in various Environmental Justice Communities of Concern in the County.

Meetings or workshops should be held to establish a basis of knowledge among persons whose decisions will affect the County and to ascertain the desires of the public that uses the transportation network. An emphasis should be placed on the development of performance standards and alternatives to achieve them. Communication and collaboration with the public and stakeholder groups early and often will be key to a successful outcome. The consultant will also be expected to participate in presentations to the Orange County, DCHC MPO, BG MPO, and TARPO. The consultant will work with the CTT to identify areas of opportunity for engagement with limited English proficiency populations and other populations of special consideration. All public engagement should be documented in a project notebook throughout the study.

A **Public Involvement Plan** should be presented and implemented throughout the project life to ensure proper notification, active participation from stakeholders and public affected by the project. The actual project scope, processes, deliverables, calendar, budget and costs shall be negotiated between the County and the most qualified firm once selected. The selected firm(s) will be expected to begin work immediately upon award of a contract.

### **Develop Performance Standards and Implementation Strategies**

Based on input from the public input workshops, the consultant's research, and from the CTT, the consultant will develop a set of performance standards for the County and alternative strategies for achieving those performance levels. Also to be included are implementation steps for each strategy. The performance standards will serve as benchmarks against which requests for development and transportation improvements can be measured. The strategies will consist of a variety of techniques with suggestions for implementation along the various segments of the corridor. Strategies should include



## ORANGE COUNTY GOVERNMENT TRANSPORTATION SERVICES DEPARTMENT



prioritized transportation improvements appropriate for biennial NCDOT Strategic Prioritization Office of Transportation (SPOT) prioritization and consideration of inclusion in Statewide Transportation Improvement Plan (STIP) updates.

### **Formulate Implementation Strategy and Final Report**

The consultant will assemble the final document that contains all transportation related projects, outcomes of the public involvement process, and a plan of action suitable for adoption by County, DCHC MPO, BG MPO and TARPO. Included within the plan shall be the recommended implementation program for the County to ensure the plan's long-term success. The implementation strategy should include specific policy and infrastructure implementation guidance that can be used locally and regionally to implement the recommendations. The final report should be made available in both print and digital format. The digital format should be searchable and web-ready.

The consultant will present the Final Plan with the assistance of County staffs to the local jurisdictions for their endorsement and Orange County Board of County Commissioners for their adoption. DCHC MPO, BG MPO, and TARPO staff will present the Corridor Plan to their respective Board for their formal incorporation into the CTP, MTP and STIP, consultant and Orange County staff may provide assistance. Following approval, memoranda of understanding or any other necessary joint agreements between the local governments, MPOs/RPOs and NCDOT, as called for in the implementation strategy, will be executed by the respective parties to ensure the plan's successful implementation. Implementation plan will determine which local government and/or regional agency is responsible for pursuing individual projects identified. NCDOT will also be requested to endorse the plan.

### **SUBMITTAL REQUIREMENTS**

All proposals are limited a maximum of forty-six total pages (46 single-sided or 23 double-sided). Font size shall be no less than 10 pt. Submissions must not include binders, dividers, tabs, glue binding, etc. The preferred method of assembly is one staple in the upper left-hand corner. Regardless, assembly must allow for easy separation, removal and replacement of pages to facilitate copy, scanning, recycling, etc. RFPs containing more than 46 pages may be rejected at the sole discretion of Orange County.

Submissions must be received by the following individual no later than: **December 30, 2022 by 5:00 PM**

Orange County Transportation Services  
Nishith Trivedi  
600 NC 86  
Hillsborough, NC 27278  
Email: ntrivedi@orangecountync.gov

### **SELECTION PROCESS**

Following is a general description of the selection process:

- In order to be considered for selection, consultants must submit a complete response to this RFP prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.
- The Selection Committee will review all qualifying RFP submittals and rank in order of highest qualified to lowest based on the collective review of the Committee.



## ORANGE COUNTY GOVERNMENT TRANSPORTATION SERVICES DEPARTMENT



### SELECTION CRITERIA

All prequalified firms who submit a responsive RFP will be considered.

Criteria by which RFP will be evaluated, with corresponding weight factors, include the following:

- The Qualifications of the Professional Personnel to be Assigned to the Project
- The Consultant's Capability to Meet Project Time Requirements
- Present and Projected Workloads
- Related Experience on Similar Projects
- Recent and Current Work
- Quality of the Submittal

### PROPOSAL COMPONENTS

The proposal must also include the information outlined below:

- **Section 1 – Letter of Interest** (2-page maximum): The Letter of Interest should include a synopsis of the project team and their qualifications.
- **Section 2 – Project Organization** (1-page maximum): Provide a project organization chart identifying the team composition, including any subcontractors. Identify key team members working on the project and explain their roles.
- **Section 3 – Team Resumes and Availability:** Provide a resume for each key team member (1-page maximum per resume), including present and projected availability to perform this work. Provide a list of projects currently assigned to key team members and their expected project completion dates.
- **Section 4 – Project Approach and Schedule** (25-page minimum): Provide a description of the proposed approach to the project. Provide a proposed project schedule, showing tasks, milestones and deliverables.
- **Section 5 – Reference Projects** (6-page maximum): Please identify recent, representative projects performed by the proposed team. For each project, provide project duration and completion year, references, and project cost. Identify which team members performed the work and the role each played in the reference project.

### PROJECT SCHEDULE

A tentative schedule is included below for planning purposes. Once the RFRFP is released, all dates beyond the Deadline for RFP Submission are subject to change at the needs of the project and Orange County.

<u>Anticipated Tasks</u>	<u>Timeline/Deadline</u>
• RFP Release	Dec. 1, 2022
• Deadline for Questions	Dec. 16, 2022 by 5:00 pm
• Deadline for RFP Submission	Dec. 30, 2022 by 5:00 pm
• Selection Committee Review	Jan. 3, 2023 – Jan. 6, 2023
• Consultant Interviews* (If Necessary)	Jan. 9, 2023 – Jan. 13, 2023
• Consultant Selection and Notification	Jan 23, 2023
• Award of Contract or Letter of Intent	Jan. 30, 2023
• Anticipated Notice to Proceed	Feb. 1, 2023

### GENERAL CONDITIONS OF THE RFP

- A. Any and all costs incurred by respondents in preparing or submitting a RFP for the project shall be the respondents' sole responsibility and shall not pass, in any way, to Orange County.



**ORANGE COUNTY GOVERNMENT  
TRANSPORTATION SERVICES DEPARTMENT**



- B. All submissions, responses, inquiries or correspondence relating to this RFP shall become the property of Orange County when received.
- C. Written questions sent by email regarding this RFP will be accepted through 5:00 December 15, 2022 and must be submitted to Nishith Trivedi, Transportation Director, [ntrivedi@orangecountync.gov](mailto:ntrivedi@orangecountync.gov)  
Questions received by the deadline date and time will be answered and sent to all known recipients.
- D. Orange County reserves the right to: accept or reject any and all submissions received in response to this Request; to request additional information or clarification of information provided in a response without changing the terms of the RFP; to modify the scope of the work.
- E. Orange County additionally reserves the right to award the contract to any qualified responder. Orange County is in no way obligated to award a contract to any firm regardless of status of the process.
- F. All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to Orange County upon completion of the project and become the property of Orange County.

**SERVICES COMMENCEMENT / COMPLETION DATE**

The Consultant shall commence services within ten (10) business days of award of Contract and shall complete services and submit all deliverable items to the DCHC MPO no later than eighteen (18) months after the Notice-to-Proceed. It is expected that some of the projects (Tasks 2 to 6) will be completed faster than others.

**BUDGET**

The estimated budget for the project is \$150,000. However, the County will consider all proposals and negotiate to adjust the budget based on the methods proposed.

**SUBCONTRACTING**

The consultant may use subcontractors to perform work outlined in this RFI subject to their meeting the required experience or professional qualifications. Qualifications and experience of subcontractors proposed shall be submitted as a part of the proposal. The proposal shall clearly note the type of work the subcontractor will be performing and the approximate percentage of the total work.

**EQUAL BUSINESS OPPORTUNITY PROGRAM**

As per the On-Call Master Agreement, a good faith effort must be used to fulfill City of Durham Equal Business Opportunity Program requirements for this project. The City desires a good faith effort to reach goals of 8% M/UBE and 6% W/UBE depending on the opportunity for utilizing MBE/WBE firms. If these goals cannot be reached, an explanation should be provided.

**TITLE VI NONDISCRIMINATION NOTIFICATION**

Orange County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that, before any contract is entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit RFPs in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.



**ORANGE COUNTY GOVERNMENT  
TRANSPORTATION SERVICES DEPARTMENT**



**DISCRETION OF THE CITY**

The City reserves the right to reject any or all proposals. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

DRAFT



**ORANGE COUNTY GOVERNMENT**  
TRANSPORTATION SERVICES DEPARTMENT



10/18/2022

Doug Plachcinski  
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization  
101 City Hall Plaza  
Durham, NC 27701

RE: Letter of Support for Required Local Match and Other Contributions for Orange County Transportation Master Plan

Mr. Plachcinski,

Orange County Transportation Services requests the use of a portion of its Surface Transportation Block Grant Direct Allocation (SDBG-DA) Local Discretionary Funds for an Orange County Transportation Master Plan. We are budgeting the project at \$150,000 and submit this letter of support to provide the required twenty percent local match of \$30,000 as indicate below:

Project Name	County	MPO/RPO
Orange County Transportation Master Plan	Orange	DCHC MPO, BG MPO, and TARPO

Total Project Cost	\$ Amount of Match Contribution	Source of Match/ Contribution	% Total Project Cost	Required Match (Yes/No)
\$150,000	\$30,000	General Funds	20%	Yes

Attached is a detail Request for Proposal used in selecting the consultant responsible for the project.

Please let me know if you have any questions, comments or concerns.

Sincerely,

Nishith Trivedi  
Transportation Director

**TOWN OF CHAPEL HILL  
TASK DESCRIPTIONS & NARRATIVES  
FY 2023 UPWP**

**II-B-1 Targeted Planning**

The Town will develop a Connected Roads Plan and Policy to improve connectivity within Chapel Hill and to the rest of the region.

**Objectives**

- Develop Connected Roads Plan and Policy

**Previous Work**

- Coordination with MPO for collection of previous MRC and CMP data
- Ongoing TDM efforts
- Previous biennial traffic signal timing studies

**Proposed Activities**

- Hire consultant to develop a Connected Roads Plan and Policy

**Products**

- Connected Roads Plan and Policy

**Relationship to other plans and MPO activities**

Annual UPWP, TIP, MTP, Orange County Transit Plan

**Proposed budget and level of effort**

Task will be undertaken primarily by a consultant for \$50,000.

**Amendment explanation**

Final contract with consultant included an additional \$5,000 for robust public outreach. Total project cost is now \$55,000.



**TOWN OF CHAPEL HILL  
TASK DESCRIPTIONS & NARRATIVES  
FY 2023 UPWP**

## Detailed description of work performed

### **Quarter 1: - 0%**

No work was completed during this quarter. We expect to have a consultant under contract by mid-October and the project kicked-off shortly thereafter.

Did you begin work on this task this quarter or did you continue work on this task from the previous quarter? Please check one:  Continuation  New

### **Quarter 2:**

Provide a summary of work accomplished during the quarter:

Provide a summary of anticipated work to be accomplished in the next quarter:

Please list any challenges associated with this task; scope, timeline, resources, etc.:

Did you begin work on this task this quarter or did you continue work on this task from the previous quarter? Please check one:  Continuation  New

How many staff hours were spent on these tasks?

Please attach all supporting documentation, including invoices and project deliverables, and list descriptions of attachments here:

### **Quarter 3:**

Provide a summary of work accomplished during the quarter:

Provide a summary of anticipated work to be accomplished in the next quarter:

Please list any challenges associated with this task; scope, timeline, resources, etc.:

Did you begin work on this task this quarter or did you continue work on this task from the previous quarter? Please check one:  Continuation  New

How many staff hours were spent on these tasks?

Please attach all supporting documentation, including invoices and project deliverables, and list descriptions of attachments here:

### **Quarter 4:**

Provide a summary of work accomplished during the quarter:

**TOWN OF CHAPEL HILL  
TASK DESCRIPTIONS & NARRATIVES  
FY 2023 UPWP**

Provide a summary of anticipated work to be accomplished in the next quarter:

Please list any challenges associated with this task; scope, timeline, resources, etc.:

Did you begin work on this task this quarter or did you continue work on this task from the previous quarter? Please check one:  Continuation  New

How many staff hours were spent on these tasks?

Please attach all supporting documentation, including invoices and project deliverables, and list a description of attachments here: