

**To:** Brandi Minor, Durham County, Staff Working Group Administrator  
 Steven Schlossberg, GoTriangle, Administrator of Triangle Tax District - Durham County

**From:** Jennifer Green, City of Durham, Staff Working Group Representative

**Date:** August 29, 2024

**Subject:** **FY 2025 Q2 Amendments – City of Durham Request**

The City of Durham Transportation Department submits the following FY 2025 Q2 work plan amendments:

Project ID	Project Name	Description of Change	FY25 Approved	Q2 Amendment Request	Total FY25 Request
23DCTPA01	Transit Construction Project Manager	For these 3 projects, we request additional funds to align the Durham County Transit Plan portion with the actual FY25 salaries, which are funded 50% by the Durham County Transit Plan.	\$60,962	\$3,509	\$64,471
23DCTPA02	Transit Construction Team Leader		\$84,337	\$15,973	\$100,310
23DCTPA03	Transit Plan Planner/Engineer		\$71,578	\$5,187	\$76,765
TBD	Durham Bus Rapid Transit Planner Support (FTE)	Request funds in FY25 to fund 100% of staff cost for one FTE to support the planning and development of Bus Rapid Transit (BRT) initiatives, focusing on coordinating efforts across agencies and ensuring alignment with citywide transportation goals. This role will involve detailed analysis, stakeholder engagement, and the management of timelines and resources to advance BRT project planning, development, and implementation.	n/a	\$75,000	\$75,000
23DCICD02	Durham Station Improvements	Request additional funds for construction that reflect the actual bids opened in August 2024. The bids increased the projected project costs from \$22,495,000 to \$26,058,764. The project has \$10,800,000 in federal funds. If approved, the total Durham County Transit Plan funding would be \$13,543,764.	\$7,280,000	\$3,563,764	\$10,843,764

REQUEST #

FY 2025

FY START DATE
Jul 2025

**Durham Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

Type of Amendment      Minor       Major

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Transit Construction Project Manager	City of Durham	Tom Devlin	Base Year	\$ -
			FY 2026	\$ 66,083
			Cumulative	\$ 486,590
			Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -
<b>Project Description/Scope</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
The City of Durham underwent a Class and Compensation study which resulted in an increased salary to the Transit Construction Project Manager position. This amendment is to add an additional \$3,509 in FY25, which is 50% of the increased costs of salary and benefits.				
<b>1. Enter Durham Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
23DCT_PA01	Transit Construction Project Manager	Administration	\$3,509	\$3,597	This is the requested increase difference for FY25. Recurring amount is FY26 increase of 2.5%. Total FY25 amount is \$64,471
<b>TOTAL</b>			<b>\$ 3,509</b>	<b>\$ 3,597</b>	

<b>2. Durham Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			<b>\$ -</b>	<b>\$ -</b>	

<b>3. Impact on Transit Plan Project Costs</b>			
From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	<b>Estimated Operating Cost</b>	Current Year	\$ 3,509
		Recurring	\$ 3,597
	<b>Estimated Capital Cost</b>	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both?      Operating       Capital       Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

This request is for a full year of funding for FY25 and for future years.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The expected outcome is the continued delivery of Transit Plan Funded Capital projects.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2025 and the estimated annualized cost in FY 2026 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2027 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2027 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	64,471	66,083	67,735	69,428	71,164	72,943	74,767
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Operating Fare Collection	-						
Operating Youth GoPass	-						
<b>TOTAL OPERATING COSTS</b>	<b>64,471</b>	<b>66,083</b>	<b>67,735</b>	<b>69,428</b>	<b>71,164</b>	<b>72,943</b>	<b>74,767</b>

9. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Assumptions for Costs and Revenues Above:*

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual wages of \$43.14 and benefits of \$22.98 per hour in FY25

# Transit Construction Project Manager

## 23DCT\_PA01 | Transit Plan Administration | Administrative Expenses

This position will improve connectivity and on-time transit services for residents and users in the city and county of Durham. The projects will increase sustainable, multimodal network; improve pedestrian and bicycle access along transit routes; and will address regional transportation goals. Performance measures such as the number of transit improvements constructed, average daily boardings, and on-time performance, and access to transit will be utilized to track the success of the program. The position is responsible for the management of the City’s capital projects funded by the Durham Transit Plan.

The Durham Transit Plan funds 50% of the salary and benefits cost for this position. The City of Durham funds the remainder of the costs.

### PROJECT AT A GLANCE

**Agency:** City of Durham

**Parties to Project:** GoTriangle

**Budgeted FY25 Costs (Current Year):** \$60,962

**Programmed FY26 Costs (Subsequent Year):** \$62,486

**Planned Start Date:** January 2023



### PROJECT IMPLEMENTATION METRICS

#### Metric

Position Status of Transit Construction Project Manager

#### Goals

Position filled 100% in FY25

REQUEST #

FY 2025

FY START DATE
Jul 2025

**Durham Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

Type of Amendment      Minor       Major

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Transit Construction Team Leader	City of Durham	Tom Devlin	Base Year	\$ -
			FY 2026	\$ 102,818
			Cumulative	\$ 757,083
			Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -
<b>Project Description/Scope</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
The City of Durham underwent a Class and Compensation study which resulted in an increased salary to the Transit Construction Team Leader position. This amendment is to add an additional \$15,973 in FY25, which is 50% of the increased costs of salary and benefits.				
<b>1. Enter Durham Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
23DCT_PA02	Transit Construction Team Leader	Administration	15,973.00	\$16,372	This is the requested increase difference for FY25. Recurring amount is FY26 increase of 2.5%. Total FY25 amount is \$100,310
<b>TOTAL</b>			<b>\$ 15,973</b>	<b>\$ 16,372</b>	

<b>2. Durham Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			<b>\$ -</b>	<b>\$ -</b>	

<b>3. Impact on Transit Plan Project Costs</b>			
From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	<b>Estimated Operating Cost</b>	Current Year	\$ 15,973
		Recurring	\$ 16,372
	<b>Estimated Capital Cost</b>	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both?      Operating       Capital       Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Full year funding for FY25 and beyond.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The expected outcome is the continued delivery of Transit Plan Funded Capital projects.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2025 and the estimated annualized cost in FY 2026 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2027 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2027 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	100,310	102,818	105,388	108,023	110,723	113,492	116,329
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Operating Fare Collection	-						
Operating Youth GoPass	-						
<b>TOTAL OPERATING COSTS</b>	<b>100,310</b>	<b>102,818</b>	<b>105,388</b>	<b>108,023</b>	<b>110,723</b>	<b>113,492</b>	<b>116,329</b>

9. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual wages of \$62.92 and fringe benefits of \$39.96 per hour for FY25.

# Transit Construction Team Leader

## 23DCT\_PA02 | Transit Plan Administration | Administrative Expenses

This project improves delivery for multi-modal capital infrastructure projects developed from the Durham County Transit Plan such as transit amenities, access to transit, and transit services improvements. This position is responsible for the design and implementation of projects identified in the Transit Plan as well as the coordination of multi-departmental (Transportation, GoTriangle, Public Works, and General Services) infrastructure improvements to ensure the planning, design and construction of these projects remain on schedule, within budget, and responsive to County Transit Plan guidelines. The position is responsible for the management of the City’s capital projects funded by the Durham Transit Plan.

The Durham Transit Plan funds 50% of the salary and benefits cost for this position. The City of Durham funds the remainder of the costs.

### PROJECT AT A GLANCE

**Agency:** City of Durham

**Parties to Project:** GoTriangle

**Budgeted FY25 Costs (Current Year):** \$84,337

**Programmed FY26 Costs (Subsequent Year):** \$86,445

**Planned Start Date:** January 2023



### PROJECT IMPLEMENTATION METRICS

#### Metric

Position Status of Transit Construction Team Leader

#### Goals

Position filled 100% in FY25

REQUEST #

FY 2025

FY START DATE
Jul 2025

**Durham Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

Type of Amendment      Minor       Major

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- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
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- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Transit Construction Engineer	City of Durham	Tom Devlin	Base Year	\$ -
			FY 2026	\$ 78,684
			Cumulative	\$ 579,378
			Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -
<b>Project Description/Scope</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
The City of Durham underwent a Class and Compensation study which resulted in an increased salary to the Transit Construction Engineer position. This amendment is to add an additional \$5,187 in FY25, which is 50% of the increased costs of salary and benefits.				
<b>1. Enter Durham Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
23DCT_PA03	Transit Construction Engineer	Adminstration	\$5,187	\$5,317	This is the requested increase difference for FY25. Recurring amount is FY26 increase of 2.5%. Total FY25 amount is \$76,765
<b>TOTAL</b>			<b>\$ 5,187</b>	<b>\$ 5,317</b>	

<b>2. Durham Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			<b>\$ -</b>	<b>\$ -</b>	

<b>3. Impact on Transit Plan Project Costs</b>				
From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.		<b>Estimated Operating Cost</b>	Current Year	\$ 5,187
			Recurring	\$ 5,317
		<b>Estimated Capital Cost</b>	Base Year	\$ -
			Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both?      Operating       Capital       Both



5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

This request is for a full year of funding for FY25 and for future years.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The expected outcome is the continued delivery of Transit Plan Funded Capital projects.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2025 and the estimated annualized cost in FY 2026 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2027 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2027 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	76,765	78,684	80,651	82,668	84,734	86,853	89,024
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Operating Fare Collection	-						
Operating Youth GoPass	-						
<b>TOTAL OPERATING COSTS</b>	<b>76,765</b>	<b>78,684</b>	<b>80,651</b>	<b>82,668</b>	<b>84,734</b>	<b>86,853</b>	<b>89,024</b>

9. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Assumptions for Costs and Revenues Above:*

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual wages of \$55.20 and benefits of \$23.54 per hour in FY25

# Transit Construction Engineer

**23DCT\_PA03 | Transit Plan Administration | Administrative Expenses**

This position improves project delivery for multi-modal capital infrastructure projects developed from the Durham County Transit Plan such as transit amenities, access to transit, and transit services improvements. This position would be responsible for the design and implementation of projects identified in the Transit Plan as well as the coordination of multi-departmental (Transportation, GoTriangle, Public Works, and General Services) infrastructure improvements to ensure the planning, design and construction of these projects remain on schedule, within budget, and responsive to County Transit Plan guidelines. The position is responsible for the management of the City’s capital projects funded by the Durham Transit Plan.

The Durham Transit Plan funds 50% of the salary and benefits cost for this position. The City of Durham funds the remainder of the costs.

## PROJECT AT A GLANCE

**Agency:** City of Durham

**Parties to Project:** GoTriangle

**Budgeted FY25 Costs (Current Year):** \$71,578

**Programmed FY26 Costs (Subsequent Year):** \$73,367

**Planned Start Date:** January 2023



## PROJECT IMPLEMENTATION METRICS

### Metric

Position Status of Transit Construction Engineer

### Goals

Position filled 100% in FY25

REQUEST #
TBD

FY 2025

FY START DATE	
Jan	2025

**Durham Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

Type of Amendment      Minor       Major

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- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
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- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Durham Bus Rapid Transit Planner Support (FTE)	City of Durham	Tom Devlin	Base Year	\$ 75,000
			FY 2026	\$ 75,000
			Cumulative	\$ 1,033,161
			Durham Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -

**Project Description/Scope**      Enter below a summary of the project amendment and impact on approved plan.

Request funds in FY25 to fund one FTE to support the planning and development of Bus Rapid Transit (BRT) initiatives, focusing on coordinating efforts across agencies and ensuring alignment with citywide transportation goals. This role will involve detailed analysis, stakeholder engagement, and the management of timelines and resources to advance BRT project planning, development, and implementation.

1. Enter Durham Transit Project ID(s) to Increase					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TBD	Durham Bus Rapid Transit Planner Support (FTE)	Operating	75,000.00		
<b>TOTAL</b>			<b>\$ 75,000</b>	<b>\$ -</b>	

2. Durham Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			<b>\$ -</b>	<b>\$ -</b>	

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Durham Transit Plan.	Estimated Operating Cost	Current Year	\$ 75,000
		Recurring	\$ 150,000
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both?      Operating  Capital  Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Partial year funding in FY25. Full year funding for FY26 and beyond.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

Allows for the progression of studies for the Bus Rapid Transit project.

7. List any other relevant information not addressed.

8. Please enter estimated appropriations to support expenses. Enter FY 2025 and the estimated annualized cost in FY 2026 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2027 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2027 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration	75,000	150,000	153,750	157,594	161,534	165,572	169,711
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Operating Fare Collection	-	-	-	-	-	-	-
Operating Youth GoPass	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>75,000</b>	<b>150,000</b>	<b>153,750</b>	<b>157,594</b>	<b>161,534</b>	<b>165,572</b>	<b>169,711</b>

9. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Planning							
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Actual salary and benefits rate.

REQUEST #

FY 2024

FY START DATE
Jun 2023

**Durham Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

Type of Amendment      Minor       Major

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$250,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Program that does not have a significant impact on the overall revenue or expenditure forecast, which is defined to be no more than a one percent (1%) over the life of the plan;
- c. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Program;
- d. Changes in funding amounts less than \$250,000 for implementation elements programmed in future fiscal years;
- e. Any other change that does not meet any of the criteria of a Minor Amendment is a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Changes to any adopted financial assumptions supporting the applicable Work Program that does have a significant impact on the overall revenue or expenditure forecast, which is defined to be over one percent (1%) over the life of the plan;
- d. Changes in scope for implementation elements programmed in current and future fiscal years;
- e. Any amendment that requires a transfer of funds between capital or operating funding categories
- f. Any change that requires a change in budgeted reserves or fund balance.

These definitions are based on the Durham County Transit Work Plan Amendment Policy Update, which gives more clarity to the definitions without changing their meaning.

New/Amended Project Name	Requesting Agency	Project Contact	Durham Transit Estimated Operating Cost	
Durham Station Improvements	City of Durham	Eric Simpson	Base Year	\$ -
			FY 2026	\$ -
			Cumulative	\$ -
			Durham Transit Estimated Capital Cost	
			Base Year	\$ 26,058,764
			Cumulative	\$ -

**Project Description/Scope**      Enter below a summary of the project amendment and impact on approved plan.

The Durham Station Transit Center Improvements project requires an additional funding from the Durham County Transit Plan to address increased costs and ensure full project completion. This amendment will allow for the implementation of all planned enhancements, including expanded canopies covering 80% of the bus island, solar panels, additional seating, new restrooms, a customer service security kiosk, 8 additional bus bays, redesigned bus lanes, new pavement, and space for future electric bus charging. The project addresses capacity issues at the existing site, which currently cannot accommodate future service expansion planned in the Durham Transit Plan. Despite cost increases due to market conditions and unforeseen site challenges, the improvements remain critical for enhancing the transit experience for over 10,000 daily users. The amendment ensures the project can deliver high-quality transit facilities that respond to rider-identified needs, improve operations and safety, and support future transit growth in Durham.

**1. Enter Durham Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
	Durham Station		3,563,764.00		Bid openings were successful and yielded higher costs than on the pre-GMP amount to an increase of the base bid plus alternates from projected costs of \$22,495,000 to \$26,058,764
<b>TOTAL</b>			<b>\$ 3,563,764</b>	<b>\$ -</b>	

**2. Durham Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
			<b>\$ -</b>	<b>\$ -</b>	

**3. Impact on Transit Plan Project Costs**

From above, indicate whether amounts impact operating or capital budgets in Durham	Estimated Operating Cost	Current Year	\$ -
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Transit Plan.	Estimated Operating Cost	Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

4. Is this New/Amended project Operating, Capital or Both?  Operating  Capital  Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

FY2025 Q2.  
 Background: Durham County Transit Plan: Capital funded \$9,980,000 towards the project.  
 Federal Funding Appropriated (5339 Bus & Bus Facilities): \$10,800,000. [Ordinance 15966 FY22-23]  
 UBF22, UBF23, UBF24 (Transit Grants total): \$1,715,000  
 Total Funding as of August 2024: \$22,495,000

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The Durham Station Transit Center Improvements project is requesting an additional funds from the Durham County Transit Plan to address increased costs and ensure project completion. The Project Team have worked diligently to identify potential savings while maintaining the original design intent and amenities for riders. Significant cost increases have arisen due to market changes, unforeseen site conditions, and enhanced safety and sustainability features. If funded, the project will enhance transit facilities for over 10,000 daily users and incorporate community feedback. If the request is not approved, the project may face scope reductions or delays, risking federal funding and compromising essential improvements. While rebidding the project might be considered, there's no guarantee it would result in lower costs given the current market volatility and scarcity of skilled trades. This funding request is critical for delivering high-quality transit infrastructure in Durham without further delays or potential cost escalations.

7. List any other relevant information not addressed.

The Durham Station project faces unique challenges beyond typical cost increases. The scarcity of skilled trades and high competition from similar regional projects have significantly impacted bid participation and costs. This situation mirrors challenges faced by other major transit projects in the area, such as Raleigh's New Bern Avenue BRT project. Additionally, the project's scope is constrained by the \$10.8 million FTA grant, limiting significant value engineering options without risking federal funding. The improvements are critical for Durham's busiest transit hub, serving over 10,000 daily trips. Any major scope changes could lead to delays and potential loss of the federal grant, likely resulting in higher costs due to ongoing market inflation.

8. Please enter estimated appropriations to support expenses. Enter FY 2025 and the estimated annualized cost in FY 2026 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2027 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2027 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS (If Applicable)	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Administration			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Maintenance			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Operating Fare Collection	-						
Operating Youth GoPass	-						
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

9. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Planning							
Design	2,096,800						
Construction	23,961,964						
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	<b>26,058,764</b>	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

10. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above. (include details)

Public bid openings took place in July and August 2024 for 32 bid packages, covering various aspects from millwork to site work. Samet, the Construction Manager at Risk (CMAR), compiled the low bids for Durham Station. The final Guaranteed Maximum Price (GMP) was submitted on September 17, 2024, totaling \$21,001,014 for the base bid. This represents an increase of \$2,341,315 over the pre-GMP estimate from March 2024. Additionally, \$1,222,449 was bid for alternates, which is included in the overall funding request. The CMAR identified several cost drivers, including low bid participation, concrete price increases, higher roofing costs, specialized framing expenses, and additional sitework requirements from permit reviews

# Durham Station Improvements

## 23DCI\_CD02 | Transit Infrastructure | Other Bus Service

The project will expand the shelter to cover 80% of the waiting area from the weather and host solar panels, additional seating, new restrooms and a customer service security kiosk. These new amenities respond to rider identified improvements to assist in quick transfers and a better waiting experience. In addition to passenger amenity improvements, 8 additional bus bays, redesigned bus lanes and new pavement will improve transit operations and safety at Durham Station. Space for future electric bus charging will also be provided. The existing site layout is at capacity with existing transit operations and will not be able to accommodate future improvements and service expansion being developed in the Durham Transit Plan. Construction starts in summer 2024 and is scheduled to be completed in summer of 2026.

### PROJECT AT A GLANCE

**Agency:** City of Durham

**Parties to Project:** GoTriangle, DCHC MPO

**Estimated Total Project Cost:** \$24,000,000

**Budgeted FY25 Costs funded by this Agreement:** \$7,280,000

**Programmed FY26 Costs funded by this Agreement:** \$0

**Start Date:** June 2023

**Anticipated End Date:** June 2026



### PROJECT SCHEDULE

Phase	Fiscal Quarter and Fiscal Year Begin	Fiscal Quarter and Fiscal Year End
Planning		
Design	Q4 FY23	Q4 FY26
Construction	Q4 FY24	Q4 FY26
Equipment		
Land - Right of Way		
Other		



## PROJECT IMPLEMENTATION METRICS

## Metric

Progress on Construction

## Goals

Begin Construction - Summer 2024  
Construction Complete - Summer 2026

## TRANSIT PLAN PERFORMANCE METRICS



Improved customer  
satisfaction survey  
results



Improved safety  
and security at  
bus stops



MWBE Participation

## CAPITAL COSTS

Capital Costs	Prior Years	FY25	FY26	FY27	FY28	Total
Agency Cost (Labor & Overhead)						
Planning & Feasibility						
Design & Engineering	\$540,800	\$385,000				\$925,800
Construction	\$12,659,200	\$10,415,000				\$23,074,200
Land Acquisition						
Lease						
Equipment & Technology						
Unallocated Contingency						
Vehicles & Spare Parts						
Other						
<b>TOTAL CAPITAL FUNDING COMMITTED BY THIS AGREEMENT (I.E. DURHAM TRANSIT PLAN FUNDING)</b>	<b>\$2,700,000</b>	<b>\$7,280,000</b>				<b>\$9,980,000</b>
<b>ANTICIPATED OTHER FUNDING</b>	<b>\$10,500,000</b>					<b>\$10,500,000</b>
<b>UNFUNDED COSTS (IF ANY)</b>		<b>\$3,520,000</b>				<b>\$3,520,000</b>
<b>TOTAL CAPITAL COSTS*</b>	<b>\$13,200,000</b>	<b>\$10,800,000</b>				<b>\$24,000,000</b>

\* Defined numbers in the Capital Costs Table are projections over the life of the project. 'Estimated Total Project Cost' listed in table above Capital Costs Table is the official planned/programmed dollar amount per the annual work program, unless otherwise amended.