

Kimley-Horn Scope of Work for Durham Bus Rapid Transit Vision Plan

1. Project Management and Coordination

1.1 Project Initiation and Management

Kimley-Horn will create an internal/external SharePoint system accessible by Durham County staff and other relevant stakeholders. The ShareFile site will be used to store a Project Technical Library, externally focused Project correspondence, and Project materials including presentations, meeting notes, as well as draft and final deliverables.

Kimley-Horn will provide monthly invoices accompanied by a cover letter explaining the general status of the project, including at a minimum the work completed to date; the anticipated remaining efforts and required schedule changes; progress report form; supporting data for direct expenses; and an updated project status report and project schedule reflecting Scope of Work activities identified by the Durham County Project Manager.

On a bi-weekly basis, or a timeframe approved by the Durham County Project Manager, Kimley-Horn will update the Durham County Project Manager with regards to the status of the project schedule, budget, and general status/progress. This task is in addition to Progress Meetings and may be performed in a phone, email, or mailed correspondence as approved by the Durham County Project Manager.

The above will be documented in a project management plan (PMP), which will specify procedures for progress reporting, project management meetings, and data sharing.

Deliverables:

- PMP document, with up to one (1) round of consolidated comments
- Monthly invoices and progress reports
- Bi-weekly touchpoint/connection with Durham County Project Manager (assumed to be a 30 minute meeting) over a 15-month period

1.2 Kickoff Meeting and Progress Meetings with Leadership Team

Kimley-Horn will prepare an agenda, facilitate scheduling, and attend an in-person kickoff meeting with the Leadership Team consisting of GoTriangle, Triangle West TPO, City of Durham, and Durham County within 10 calendar days of the issuance of the notice to

proceed. Following the meeting, Kimley-Horn will distribute draft meeting minutes via email within 5 calendar days, then will distribute final meeting minutes.

In order to obtain Leadership Team buy-in for decision-making throughout the study's development, Kimley-Horn will also develop and maintain a project schedule which includes milestones when the Leadership Team must provide guidance on key decisions and deliverables. Minutes will be recorded, documenting discussions and decisions made at these meetings and approved at the following meeting by the Leadership Team. If consensus is not reached on a milestone issue during the Leadership Team meeting, Kimley-Horn will identify steps and sticking points that must be resolved to gain consensus and move forward. If consensus cannot be reached, Kimley-Horn will develop an approach to seek input of the governing boards and identify a pathway to consensus. The project schedule and approach to consensus building are assumed to be communicated to and approved by the Durham County Project Manager in regular, bi-weekly internal team meetings.

Up to three (3) Kimley-Horn key staff will attend up to 15 progress/coordination meetings (including the kickoff meeting) with the Leadership Team roughly monthly. Kimley-Horn will distribute an agenda, draft minutes, and final minutes via email to meeting attendees. Draft minutes will be sent within five calendar days.

Deliverables

- Project Kickoff Meeting agenda and copies for distribution at Kickoff Meeting
- Project Kickoff Meeting draft and final meeting minutes
- Project schedule, with up to three (3) updates
- Up to fifteen (15) progress meetings with the Leadership Team, including agendas and draft/final minutes

1.3 Coordination with Project Technical Advisory Committee (TAC)

In coordination with the Durham County Project Manager, Kimley-Horn will establish a TAC for the duration of this effort to include key technical staff from Durham County and relevant partner agencies. Kimley-Horn will facilitate up to seven (7) bi-monthly meetings (including a TAC-specific kickoff meeting), including meeting agenda, materials (presentations), and draft and final meeting minutes. Kimley-Horn will distribute draft minutes within five (5) calendar days of each TAC meeting.

Kimley-Horn assumes Durham County will select and reserve TAC meeting locations, as well as send calendar invites inform TAC members of upcoming meetings.

Deliverables

- TAC meeting materials and facilitation
- TAC meeting minutes distributed within five (5) calendar days of each TAC meeting

2. Public Engagement

Kimley-Horn will develop and implement a public involvement plan (PIP), in coordination with Durham County, anticipated to outline the schedule and deliverables of the following elements:

- Public Information and Neighborhood Meetings
- Project Website
- Public Surveys
- Local Agency Technical Committee, Stakeholder Advisory Committee, and Council/Board Updates

The PIP will identify phases of public and stakeholder involvement to take place throughout the project. Two phases of public engagement will be timed with the technical analyses specified in Tasks 3, 4, 5, and 6. The PIP will specify how the feedback collected during public and stakeholder involvement campaigns will inform the technical work and make clear the ties to existing plans/ongoing engagement of other projects that will/could inform this effort.

Generally, Kimley-Horn assumes the following phasing for the public, stakeholder, and elected-official engagement in parallel to the technical work:

Round 1:

Round 1 will generally align with the conclusion of Task 3 and the initiation of Task 4 and focus on asking the public for feedback on the corridors identified and priorities the public would like to see in the evaluation criteria. This will enable the technical team to complete Task 4 (identifying evaluation criteria) and begin analysis in Task 5 on the set of corridors which incorporates feedback from the public.

- **Public Engagement Efforts:**
 - One (1) public survey, open for roughly one (1) month
 - Three (3) public workshops
- **Milestone for Decision-Making:** Following incorporation of public feedback, the project will engage stakeholders and elected officials to confirm the corridors

identified by the technical team and confirmed by the public as well as the evaluation criteria.

- One round (up to 1 meeting) of engagement with the Stakeholder Advisory Committee
- One round (up to 3 meetings) of elected-official focus-group
- One round (up to 4 meetings) of board/commission/council presentations

Round 2:

Round 2 will be focused on communicating the findings of the technical work specified in Task 5 and seeking feedback on corridor prioritization. This will influence the technical work specified in Task 6. This will also include repeating back to the public the feedback the project team incorporated from Round One.

- **Public Engagement Efforts:**

- One (1) public survey, open for roughly one (1) month
- Three (3) public workshops

- **Milestone for Decision-Making:** Following incorporation of public feedback, the project will engage with stakeholders and elected officials to confirm the prioritization of corridors and confirm the direction of the implementation plan in Task 6.

- One round (up to 1 meeting) of engagement with the Stakeholder Advisory Committee
- One round (up to 3 meetings) of elected-official focus-group
- One round (up to 4 meetings) of board/commission/council presentations

Following the two rounds of public engagement, one final set of touchpoints with the stakeholder and elected official groups will be conducted to approve the implementation plan developed in Task 6:

- One round (up to 1 meeting) of engagement with the Stakeholder Advisory Committee
- One round (up to 3 meetings) of elected-official focus-group
- One round (up to 4 meetings) of board/commission/council presentations

2.1 Public Information and Neighborhood Meetings

Kimley-Horn will develop a public engagement strategy covering two (2) phases of engagement, to include public meetings, focus group meetings, social media, and online resources. Kimley-Horn assumes significant involvement and support from County Staff. At least one (1) Kimley-Horn staff will be present at all public events (virtual and in-person), though Kimley-Horn will not lead public events (coordination and setup is assumed to be lead by City of Durham, Triangle West TPO, or GoTriangle).

Kimley-Horn will refer to the City's Equitable Community Engagement Blueprint when developing the public engagement strategy. An initial Durham County BRT Vision "brand" will be developed by Kimley-Horn, in coordination with County Staff, to be used in all public-facing materials throughout the course of the study. Colors, fonts, and patterns will be consistent with previous Durham County Transit Plan branding.

Kimley-Horn will prepare a "virtual meeting in a box" (up to two [2], one [1] for each round of engagement) including a PowerPoint, map-based public input tool, reference maps, a sheet of Frequently Asked Questions, and one "Quick Facts" sheet to support interactive and engaging public meetings. Meeting summaries will be produced following each public meeting. The Kimley-Horn team will coordinate with Durham County Staff and relevant study partners to secure a meeting location, distribute public notices of upcoming meetings, direct mail notices, and procure audio/visual needs.

Key public outreach materials will be screen-reader enabled and will be provided in both Spanish and English. Spanish translation services will be provided by Kimley-Horn for one public workshop.

Deliverables

- Public engagement strategy document, including two (2) rounds of consolidated comments from Durham County Staff and project partners identified above.
- Up to six (6) public workshops, of which, up to four (4) are assumed to be in-person and two (2) held virtually, attended by one (1) Kimley-Horn staff.
 - Live Spanish interpretation services will be provided by Kimley-Horn for up to two (2) public workshopss (assuming one per round of public engagement)
- Up to eight (8) pop-up events at major transit stations/transit centers along major corridors, attended by one (1) Consultant staff and at least one (1) County staff.
- PowerPoint or ArcGIS StoryMap presentation for each public workshop

- Social media strategy to include a schedule and concept for posts (up to an average of one post weekly for the duration of the outreach phase). Social media strategy will include up-to two (2) short video reels for each phase of engagement for a total of four (4) reels.
 - All social media posts will be fully accessible and include alternative text for the visually impaired
- Brief, bullet-form public meeting summaries, to provide prompt documentation to project partners and to serve as an appendix to the Summary of Public Engagement Findings
- Two (2) summary of Public Engagement Findings Reports, one for each planned round of public engagement
 - One (1) round of consolidated comments will be incorporated for each report
 - These reports will be included as an appendix to the final report produced at the end of the project

2.2 Project Website

Kimley-Horn will create a project website to serve as a hub for public-facing project materials. The website is anticipated to include the following information:

- Project description
- Graphics, maps, and photographs developed to support the project
- Public comment form
- Relevant news
- Public presentation materials (produced as part of subtask 2.1)

Kimley-Horn recommends utilizing Social Pinpoint as the website platform for the project, Kimley-Horn will seek concurrence from Durham County on the use of Social Pinpoint as well as the overall format of the site to ensure consistency with Durham County branding. Setup, management, and content curation will be performed by Kimley-Horn for the duration of the project and will be for the project only.

Deliverables

- Relevant project information referenced above to support Durham County in updating the project website

2.3 Public Surveys

Kimley-Horn will develop up to two (2) in-person (formatted and printed by Kimley-Horn) and online surveys, distributed to public meeting attendees, neighborhood attendees, and posted on the project webpage. Kimley-Horn will translate the survey into Spanish and will be responsible for data entry of paper surveys and summarizing survey data.

Kimley-Horn will leverage the Durham County's existing Zen City accounts to support the online public surveys.

Deliverables

- Two (2) in-person (paper) and online surveys, translated into Spanish
- Present initial findings and recommendations and then final recommendations
- Brief memorandum summarizing survey responses, locations of meetings, and key demographic and socioeconomic representation of responses. The outreach summary is assumed to be an appendix to the aforementioned Summary of Public Engagement Findings Report
- An Excel spreadsheet containing the survey responses received

2.4 Local Agency Technical Committee, Stakeholder Advisory Committee, and Council/Board Updates

Kimley-Horn will develop a PowerPoint or ArcGIS Story Map to support up to three (3) rounds of presentations to up to four (4) Board/Council presentations (for a total of up to 12 presentations). The necessity of each presentation will be determined by the ability of the project to get on the agenda. One presentation will be reserved for plan adoption at the end of the project.

The boards/councils are understood to be:

- Durham City Council
- Durham County Board of Commissioners
- GoTriangle Board of Commissioners
- Triangle West Board

Kimley-Horn assumes attendance by up to one (1) consultant team staff member at each of the twelve (12) meetings.

Kimley-Horn will develop up to eight (8) presentations for meetings with small, elected focus groups prior to the public sessions. Kimley-Horn assumes attendance by up to one (1) staff at each of the eight (8) meetings.

Kimley-Horn will develop up to three (3) presentations for up to three (3) meetings with a Stakeholder Advisory Committee. The attendee list for this committee will be coordinated with Durham County, but may include representatives from: DCHC, NCDOT, Educational Institutions, Durham Inc., City of Durham Chamber, RTF, RTA, etc. Kimley-Horn assumes these three (3) meetings will be spread throughout the duration of the project and generally precede key technical outreach phases.

Deliverables:

- Up to twelve (12) board/council presentations, including preparation of materials and up to one (1) Kimley-Horn staff in attendance
- Up to eight (8) elected official small focus group presentations, including preparation of materials and up to one (1) Kimley-Horn staff in attendance
- Up to three (3) Stakeholder Advisory Committee presentations, including preparation of materials and up to one (1) Kimley-Horn staff in attendance

3. Existing Conditions Analysis

3.1 Previous Plans Review

The consultant will assemble and create a summary of relevant plans, case studies, and policies that pertain to the Durham Bus Rapid Transit Vision Plan. The plans reviewed by Kimley-Horn will include the following:

- 2023 Durham County Transit Plan
- Existing Durham County Transit Plan projects in development
- GoDurham Short Range Transit Plan
- NCDOT's North Carolina Strategic Highway Safety Plan
- NCDOT Complete Streets Policy
- NCDOT Freeway and Street-based Transit Study (FAST) 1 & 2 (in development)
- GoTriangle Short Range Transit Plan
- GoTriangle Bus Blueprint (in development)
- The DCHC MPO's Congestion Mitigation Plan
- The DCHC MPO's Comprehensive Transportation Plan
- The DCHC MPO's Metropolitan Transportation Plan
- Durham Comprehensive Plan

- City and County Municipal Codes including the Unified Development Ordinance
- City, County, and Triangle West TPO Policies, Standard Plans, and Engineering and Design

Kimley-Horn will assess these plans for consistency with existing transit plans for surrounding jurisdictions/agencies, such as Chapell Hill, Raleigh, Cary, and GoTriangle. Kimley-Horn will identify gaps in planning between these systems and identify opportunities to eliminate these gaps and improve the interface between transit systems.

Deliverables:

- A matrix that lists each plan and key highlights that influence the development of the Alternatives Analysis
 - The matrix will also include a summary of gaps in transit system interface with other jurisdictions/agencies

3.2 Transit System Operational Analysis

Kimley-Horn will develop an operational analysis for each high-frequency (15-minute or better) existing and planned (funded in the 2023 Durham County Transit Plan) transit route within the Project Area to determine existing bus speed and reliability conditions. Kimley-Horn will identify specific intersections along each corridor where congestion currently impedes bus operations, as well as any other factors creating operational issues along each transit corridor (e.g., railroad crossings, school operation conflicts, bus stop spacing, etc.).

Referencing the plans reviewed in Task 3.1, Kimley-Horn will also identify roadways where future growth and traffic congestion will affect the reliability of bus routes in the future.

Kimley-Horn will also account for equity when evaluating the high-frequency routes and prioritize underperforming routes for improvements. Underrepresented communities will be identified by statistics regarding people who are resource-limited, people with disabilities, seniors, people with limited English proficiency, and people who identify as a minority.

Deliverables

- A GIS mapping tool to prioritize transit investment improvements in Durham County and illustrate:
 - Existing impediments to transit operations
 - Future congestion and traffic conditions

- Comparison of speed for current fixed route transit services

3.3 Travel Market Analysis

Kimley-Horn will utilize the most recent census data to analyze key demographic and socioeconomic data to document areas of high transit propensity across the study area. Replica data—a third party data set that analyzes travel data using aggregated data from GPS enabled devices—will also be utilized to assess trip demand and travel behavior data and evaluate origin-destination market segmentation. Kimley-Horn will document travel flows by mode, time of day, and demographic groups, ensuring that the analysis captures the diversity of travel behavior and preferences across the corridors.

Kimley-Horn will also identify areas of planned development and redevelopment that could influence future travel markets, leveraging data sources like the Triangle Regional Model and/or a Simplified Trips-on-Project Software (STOPS) model used on other regional projects. The results of the travel market analysis will be presented in a PowerPoint Presentation with clear maps.

Deliverables

- Travel Market Analysis Summary

3.4 Network Opportunity Scan

Kimley-Horn will use the findings of the analysis conducted in Task 3.2 assess the physical characteristics of each high-frequency (15-minute or better) existing and planned (funded in the 2023 Durham County Transit Plan) transit route within the Project Area. This will include characteristics that are relevant to the capacity or for potential for BRT infrastructure, including:

- Existing and future traffic conditions
- Signals
- Interchanges
- Roadway geometry
- Right of way availability
- Other physical constraints

Deliverables:

- Network Opportunity Scan methodology documentation and write-up for each analysis area to include a map

3.5 High-Level Corridor Environmental Review

Kimley-Horn will perform a high-level environmental scan of alternatives. The Analysis will be GIS-based and will scan potential BRT corridors to identify potentially significant environmental constraints. This review will include the following environmental resources:

- Waterways/floodplains
- Schools
- Railroads
- Archeological resources (desktop survey only)
- Community facilities
- Fire stations
- Hazardous materials sites (database search only)
- Historic/cultural resources (desktop survey only)
- Hospitals
- Other health care facilities
- Libraries
- Neighborhoods
- Parks
- Places of worship
- Police stations

The environmental scan will be performed using publicly available data sources. The environmental scan will be incorporated into the evaluation of potential BRT corridors conducted in Task 4.

Deliverables:

- High-Level Corridor Environmental Review methodology documentation and write-up for each analysis area with detailed map

3.6 Tools for Improving Bus Speed and Reliability

Kimley-Horn will work with Durham County to provide examples of strategies to improve the speed and reliability of transit corridors. Kimley-Horn will prepare a white paper explaining these tools and develop a PowerPoint presentation to be used to in public engagement and stakeholder meetings. Kimley-Horn will use the NCDOT FAST 2 Study as a reference developing of these materials.

Deliverables

- White paper and PowerPoint slides illustrating tools and strategies for improving speed and reliability along transit corridors

4. Problem Identification and Evaluation Metrics

The first round of public engagement will follow Task 3 and accompany Task 4, focused on confirming with the public the evaluation methodology for the corridors, and to confirm the set of corridors which should proceed into the analysis in Task 5. This round would also be accompanied by the first survey.

4.1 Problem Statements

Based on the existing conditions report developed at part of Task 3, Kimley-Horn will work with Durham County to identify transit needs or problems that may be addressed through a BRT network. The problem statement will be used to guide the development of a purpose and need statement for each corridor identified in Task 5.

Deliverables:

- Problem statements summarizing public transportation needs and problems suitable for incorporation into the Triangle West TPO Comprehensive Transportation Plan

4.2 Evaluation Metrics

Kimley-Horn will prepare a set of performance metrics consistent with the goals and objectives that will be used to relatively evaluate the alternatives identified in Task 5. These evaluation metrics will incorporate, but not be limited to, project justification criteria used by the FTA for new Starts/Small Starts funding. The evaluation framework will include, but not be limited to, the following:

- Speed & Reliability
- Ridership Projections
- Connectivity and Ease of Access (e.g., bicycle and pedestrian connectivity)
- Supporting Transit Network Connections
- Equity
- Transit-Supportive Land Use and Economic Development Potential
- Sustainability and Environmental Impact
- Constructability
- Roadway Projects Providing Integration Opportunities
- Cost Effectiveness
- Feasibility of Further Corridor Extensions.

Deliverable

- A project evaluation matrix

5. Alternatives Development and Analysis

5.1 Alternatives Development

Based on the plans reviewed and analyses conducted in Task 3, Kimley-Horn will develop six (6) BRT corridors that address the issues identified in the problem statements from Task 4.1. These alternatives will each include potential route alignment, station locations/areas, and service frequency. Detailed station location analysis, station area planning, and further refinement of these alternatives is assumed to be conducted during a later process outside of this scope. The alternatives will incorporate general recommendations for transit priority infrastructure identified in Task 3.6.

Deliverables:

- Project descriptions that respond to the problem statements and are suitable for incorporation in the Transportation Plan

5.2 High-Level Operating Plans for Each Alternative

For each of the six (6) alternatives identified, Kimley-Horn will develop a high-level operating plan. The operating plans will be informed by the travel market analysis (Task 3.3) and will include assumptions related to daily and annual vehicle hours of service; peak and total fleet requirements, including storage and maintenance requirements; service frequencies; vehicle running times; and any sources of running time variability.

Kimley-Horn will work with the transit operators to develop and confirm the cost input parameters and assumption bases to be used for both fixed route service hours and BRT operations. The analysis will include the specific recommended locations for infrastructure interventions such as dedicated right-of-way, dedicated lanes, RED bus lanes (which permit complementary uses of Right turns, Emergency vehicles, and Driveway access), queue jumpers or signal priority.

Deliverables:

- Proposed transit operating plans for each alternative, documented in excel spreadsheet and technical presentation which can also serve as an appendix to the final documentation

5.3 Ridership Analysis

Kimley-Horn will use an existing STOPS model developed for other regional transit projects to estimate ridership for the six (6) BRT alternatives identified in Task 5.1. This approach

accounts for data input limitations (e.g., the availability of a current Origin-Destination survey) while providing useful outputs for a future CIG application. This team will refine the model inputs to reflect each alternative's service characteristics, alignment, station locations, and service frequencies. In collaboration with GoDurham and stakeholders familiar with the model, Kimley-Horn will run scenarios to generate ridership forecasts, evaluate the impact on existing transit demand, and compare the performance of each alternative.

Deliverables:

- Ridership profiles necessary for alternatives analysis and CIG application

5.4 Engineering Feasibility and Deliverability Evaluation

Kimley-Horn will assess up to six (6) BRT alternatives for engineering feasibility, constructing and practicability. The assessment will include construction and operation of BRT running ways and treatment of BRT vehicles operating in mixed traffic, as well as overall maintenance of the road right-of-way. This consideration will focus on how BRT may integrate with other users of the roadway network and maintenance considerations on the part of local municipalities, state department of transportation, or the designated project sponsor.

Deliverables:

- Brief technical report identifying potential project deliverability constraints for preferred options. This report will include map visuals highlighting potential engineering challenges.
- Brief technical report analyzing different procurement methodologies and highlighting recent state of practice challenges for capital project delivery.

5.5 Cost Estimates

Kimley-Horn will develop capital and operating cost estimates for each of the up to six (6) BRT alternatives identified in Task 5.1.

Operating and maintenance costs will be developed for the opening year and future year (2040 or 2055) based on net impacts to bus service hours for both BRT and the local bus network.

Capital costs will be calculated using a spreadsheet model in the SCC format. Estimates for the individual project elements will be summed for several major expense categories—construction (guideway and track elements, stations, support facilities, site work, and systems), right-of-way, vehicles, professional services, contingencies, and finance

charges. Professional services and contingencies will be estimated as percentages of other costs, based on values appropriate for projects at the conceptual stage of development, for which all design and construction stages are in the future and are thus costs yet to be incurred.

Kimley-Horn recognizes the costs must be compatible with the Regional Transit Plan modeling for future costs and therefore assumes coordination with GoTriangle's financial modeling team. Kimley-Horn will also develop the costs in coordination with Task 6 to create a schedule for future anticipated spending/funding requirements (in 3-year chunks).

Deliverables:

- Preliminary capital, operating, and maintenance cost estimates for each BRT alternative

5.6 Federal and NC Funding Eligibility

Kimley-Horn will determine if any of the six (6) BRT alternatives are suitable for federal or state funding and evaluate the likelihood of funding awards.

Deliverables:

- CIG and other grant program eligibility screening and likelihood of federal or Strategic Transportation Investment (NCDOT SPOT) funding support
- Assessment of how competitive the six (6) BRT alternatives are in relation to previous recipients of relevant federal and state funding

5.7 Alternative Evaluation

Kimley-Horn will comparatively analyze the six (6) BRT corridors identified in Task 5.1 using the evaluation matrix and criteria developed in Task 4.2. Based on this evolution, Kimley-Horn will recommend at least six (6) BRT corridors to be included in the Durham BRT Transit vision. Kimley-Horn's recommendations will include alignment, potential station locations/areas, and service frequency for up to six (6) corridors. This may also include the identification of additional connections for future study.

The second round of public involvement will be focused on communicating the findings of the technical work specified in Task 5 and seeking feedback on prioritization of corridors—*what should be completed first?* This will also include repeating back to the public the feedback we heard in Round One of the engagements.

Deliverables:

- Conclusions that transition into Study action plan

6. Bus Rapid Transit Vision Implementation Strategy

6.1 Durham BRT Vision Plan Strategies

Kimley-Horn, in coordination with the Project Technical Advisory Committee identified in Task 1.4, will develop strategies and action items to implement the identified BRT corridors in the Project Study Area.

Deliverables:

- List and explanation of actionable items and strategies to improve transit speed and reliability
 - Each actionable item will include an assignment of which stakeholder entity/agency is point lead and the associated timeline

6.2 Durham BRT Vision Plan Project Prioritization

Kimley-Horn, in coordination with the Project Technical Advisory Committee identified in Task 1.4, will assign the action items and strategies identified in 6.1 to regional agencies and stakeholders to implement the Durham BRT Vision. Kimley-Horn will develop a summary of the evaluation criteria included in this task and apply the prioritization methodology to the actionable items identified in Task 6.1.

Deliverables:

- Criteria and methodology for prioritization of actionable items for improving bus speed and reliability
- A prioritized list of actionable items based on this methodology

6.3 Identify Funding Sources for Transit Improvement Projects

Kimley-Horn will work with Durham County, Triangle West TPO, and GoTriangle to pursue the Federal and State funding sources identified in Task 5.6.

Kimley-Horn will also coordinate with the Tax District Administration staff at GoTriangle to add projects to the Durham County Transit Plan financial model to evaluate the feasibility and trade-offs that may be necessary to fund the desired projects.

Deliverables:

- Recommendations for local, state, and federal funding sources for transit improvement projects
- Sufficient financial data necessary for GoTriangle to update the Durham County Transit Plan financial model

- Data to support future SPOT funding requests.
- Data to support FTA funding applications.

7. Final Report

Kimley-Horn will summarize its work in a draft report that will be the basis for Durham County's Bus Rapid Plan. The report will induce all the relevant information analyzed and recommended during the project. The draft report will undergo two (2) rounds of review by the Durham County Project Manager.

After addressing comments from the Durham County Project Manager, the consultant will present the findings of the report to the representatives of the TAC and the Durham County Leadership Team. Kimley-Horn will respond to one (1) round of comments from the TAC and the Leadership team, respectively.

After all comments received from Durham County and TAC are duly addressed and incorporated into the report, Kimley-Horn will resubmit the final report to the Durham County Project Manager for final review and approval.

Deliverables:

- Initial Draft Report including all pertinent documents (electronic) and QA/QC
- Revised Draft Report, based on comments from the Durham County Project Manager and other representatives, including all pertinent documents (electronic)
- Presentation to TAC