

GoTriangle
Board of Trustees
July 26, 2017 12:00 pm-2:30 pm

I. Call to Order and Adoption of Agenda

ACTION REQUESTED: Adopt agenda with any changes requested.

(1 minute Jennifer Robinson)

II. Recognition

A. Introduction of New Hires

(1 minute Jeff Mann)

B. Announcement of Promotions

(1 minute Jeff Mann)

III. Public Comment

The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board.

(5 minutes Jennifer Robinson)

IV. Consent Agenda

Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.

ACTION REQUESTED: Approve consent agenda.

(1 minute Jennifer Robinson)

A. Approval of Minutes: June 28, 2017

V. General Business Agenda

Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

A. Items Removed from the Consent Agenda

ACTION REQUESTED: Discuss and take action on any items removed from the

consent agenda.

(1 minute Jennifer Robinson)

B. Operations & Finance Committee Report

(15 minutes Ed Harrison)

1. Enterprise Resource Planning (ERP) Phase 1 - Financial Management System Contract Award

ACTION REQUESTED: Award contract to Crowe Horwath LLP for ERP Phase 1 - Financial Management System Contract for FY18, with a maximum dollar amount of \$880,000 and authorize the GM to execute the contract consistent with those terms.

ERP Award Justification

C. Planning & Legislative Committee Report

(10 minutes Will Allen III)

1. Design Change Approval Policy

ACTION REQUESTED: Approve the Durham-Orange Light Rail Transit (D-O LRT) Project Design Change Approval Policy.

Policy

VI. Other Business

A. General Manager's Report

(5 minutes Jeff Mann)

1. Bus Operations Report
(5 minutes Tellis Chandler)
2. D-O LRT Update
(10 minutes Danny Rogers)
3. Communications Update
(5 minutes Mike Charbonneau)

B. General Counsel's Report

C. Chair's Report

(5 minutes Jennifer Robinson)

D. Board Member Reports

1. CAMPO Executive Board Representative
(5 minutes Will Allen III)

2. DCHC MPO Board Representative
(5 minutes Ed Harrison)
3. Regional Transportation Alliance (RTA) Representative
(5 minutes Will Allen III)

VII. Adjournment
(Jennifer Robinson)

GoTriangle Board of Trustees

Meeting Minutes

June 28, 2017

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100
Durham, NC

Board Members Present:

Will Allen III	Barry Jacobs
Mary-Ann Baldwin	Wendy Jacobs
Ed Harrison	Vivian Jones
Sig Hutchinson (left 1:30 pm)	Ellen Reckhow

Board Members Absent:

William V. "Bill" Bell (excused)	Jennifer Robinson (excused)
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Vice Chair Ellen Reckhow officially called the meeting to order at 12:07 p.m.

I. Adoption of Agenda

Action: On motion by Baldwin and second by Jones the agenda was adopted. The motion was carried unanimously.

II. Recognition

A. Introduction of New Hires

General Manager Mann announced the hiring of Bus Operators Denice Evans, Sheryl Randolph, Deviin Brown, Karen Islam, Brandon Ellis, Keith Clark, Nikki Green, Rose Williams, Joyce Harris, Andrea Neri, Markquwale Nicholson, Reshma Sayeed, Lemuel Allen, Tiffany Bumpass, Brittney Thorpe, Chonsetta Tyler and Maurice West; Paratransit Operators Marcia Hargrove and Wanda Currie; Anne Conlon, Transportation Engineer; and Praveen Sridharan, Senior Financial Analyst.

B. Announcement of Promotions

General Manager Mann announced the following promotion of Rohan Grant and Alfred Snipes, from Paratransit Operator I to Paratransit Operator II.

III. Public Comment

Vice Chair Reckhow recognized Karen Rindge, representing WakeUP Wake County, who spoke in support of the Wake County Transit Plan budget for FY18. She highlighted new bus shelters being added in Raleigh and looking beyond diesel to fuel the buses with greener technology. She encouraged planning for affordable housing along future frequent service lines as well as clarifying timelines, deadlines and the decision making process of the TPAC.

Baldwin thanked Rindge for her role in passing the Wake Transit referendum.

IV. Public Hearing – FY18 Proposed Budget

Vice Chair Ellen Reckhow opened the public hearing on the FY 2018 Budget at 12:15 p.m. There being no comments, the hearing was closed.

V. Consent Agenda

Action: On motion by Jones and second by Baldwin the consent agenda was approved. The motion was carried unanimously.

The following consent agenda items were approved:

- May 24, 2017 – Regular Session Minutes;
- June 7, 2017 – Work Session Minutes; and
- June 7, 2017 – Closed Session Minutes.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

1. Wake Transit Budget Ordinances

Action: On motion by Baldwin and second by Harrison the Board approved *Ordinance 2017 0001 GoTriangle Fiscal Year 2018 Triangle Tax District - Wake Operating Fund Ordinance* and *Ordinance 2017 0002 GoTriangle Fiscal Year 2018 Triangle Tax District - Wake Capital Fund Ordinance*. The motion was carried unanimously. The two ordinances are attached and hereby made a part of these minutes.

2. Wake Transit Financial Policies & Guidelines

Action: On motion by Harrison and second by Allen the Board adopted the Wake Transit Financial Policies and Guidelines. The motion was carried unanimously. The policies and guidelines are attached with the work plan below.

3. Wake Transit FY18 Work Plan

Action: On motion by Baldwin and second by Jones the Board adopted the FY18 Wake Transit Work Plan. The motion was carried unanimously. The work plan is attached and hereby made a part of these minutes.

4. Approval of First Amendment to ILA for Administrative Distribution of Wake County \$7 Vehicle Registration Tax

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to execute the First Amendment to the Interlocal Agreement (ILA) governing the administrative distribution of funds from the \$7 Wake County vehicle registration tax. The motion was carried unanimously. The ILA is attached and hereby made a part of these minutes.

5. Capital Budget Costs for D-O LRT Project Office

Action: A motion was made by Baldwin and seconded by Allen to authorize the General Manager to execute a contract for the purchase and installation of office furniture and network equipment as part of the D-O LRT Project office relocation for a total of \$673,530.

Gary Tober stated that the office lease is in negotiation and the transitional space has been identified to bridge the time from now until the leased space is available in November.

W. Jacobs asked about the cost. General Manager Mann responded that most of the cost is networking servers and IT infrastructure. Tober stated that used furniture is being considered.

B. Jacobs asked what would happen to the furniture if FTA doesn't authorize the project to enter engineering. Tober responded that it could be sold, but agreed the money is at risk. Reckhow asked when the money would be committed. Tober stated that it has to go through the procurement process and space planning has to be completed.

Action: Upon vote the motion was carried unanimously.

6. MOU for Sub-Allocation of FTA Formula Grants to Raleigh Urbanized Area

Karen Porter explained that this Memorandum of Understanding (MOU) was requested by CAMPO to codify the process and methodology of apportionment and distribution of FTA funds coming through the City of Raleigh and distributed to GoTriangle, the Town of Cary and Wake County.

Action: On motion by Jones and second by W. Jacobs the Board adopted Resolution 2017 0005 *Resolution of the Research Triangle Regional Public Transportation Authority Board of Trustees Approving the Memorandum of Understanding for the Sub-Allocation of Federal Transit Administration Formula Grants to the Raleigh Urbanized Area*. The motion was carried unanimously. The resolution and MOU are attached and hereby made a part of these minutes.

7. Hillsborough Park-and-Ride Property Acquisition

B. Jacobs noted that he expressed concern about how property is developed and that GoTriangle currently has no development policy. General Manager Mann stated that this request is to purchase the property, improvements to the property would come back to the Board. He said a policy statement would be developed and taken to the Planning & Legislative Committee.

Action: On motion by Baldwin and second by B. Jacobs the Board authorized the General Manager to purchase property identified for the Hillsborough Park-and-Ride for an amount not to exceed \$130,000. The motion was carried unanimously.

Committee Chair Ed Harrison reported that the Committee also discussed the agreements required for the Wake County Transit Plan and that GoTriangle is leading a regional grant application under FTA's Low Emissions No Emissions grant program to offset the cost of electric vehicles. General Manager Mann said the application is for \$3.2 million, along with Proterra out of Greenville, SC, an electric vehicle manufacturer. He added that Duke Energy is a supporter of the application. He added that the life cycle cost of operating an electric vehicle is anticipated to be \$200,000-\$400,000 less than a diesel vehicle.

B. Planning & Legislative Committee Report

1. Wake Transit Operating and Capital Agreements

Committee Chair Will Allen stated the ILA for the Wake County Transit Plan requires that all projects being funded have agreements, so templates for general and special agreements have been drafted. He said special agreements would be specialized cases.

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to enter into all Operating and Capital Agreements with Parties requesting funds under the Wake County Transit Plan. The motion was carried unanimously.

VII. Other Business

A. Fluid Management System

Action: On motion by Allen and second by W. Jacobs the Board authorized the General Manager to execute a contract with Trapeze (AssetWorks) for the purchase and installation of a new Fluid Management System & Equipment for the Bus Operations & Maintenance Facility (BOMF) at a maximum price of \$121,295.02. The motion was carried unanimously.

B. Planning Services Contract GoDurham and non-Wake County GoTriangle Short Range Transit Plans

Erik Landfried gave background on the project, stating that there is a large bus planning effort starting in Wake County to identify year-by-year implementation of services for the next ten years. As the regional agency serving three counties, GoTriangle needs to plan its services holistically and in coordination with Durham and Orange counties as well. He said the same consulting firm would be used for both efforts and the plans for the three counties would be stitched together for a GoTriangle plan. GoDurham will be doing a short range plan. Orange Public Transportation and Chapel Hill Transit also may undertake a similar planning effort.

Landfried requested that the Board authorize the General Manager to enter into a contract with NelsonNygaard to develop a short range plan for GoDurham, and for GoTriangle a “non-Wake” plan.

Allen asked if this is just bus. Landfried responded it potentially could include paratransit service.

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to execute a contract with NelsonNygaard for the GoDurham and non-Wake County GoTriangle Short Range Transit Plans and any future amendments, for a term of June 16, 2017, through October 31, 2018, in an amount not to exceed \$313,750. The motion was carried unanimously.

C. Vehicle Purchase Authorization

General Manager Mann requested a change in the action for this item. He asked that the vendor and “diesel” be removed from the requested action. He said the vendor and type of bus for two of these buses could be different if GoTriangle is successful with the Low Emissions No Emissions grant application.

Action: On motion by Baldwin and second by W. Jacobs the Board authorized the General Manager to execute a contract for 8 low floor buses for a maximum dollar amount of \$3,784,520. The motion was carried unanimously.

D. No/Low Emissions Fleet Policy

General Manager Jeff Mann presented the following policy statement for consideration:

GoTriangle is committed, through fleet management, to continually seek opportunities to both improve efficiency and lower vehicle emissions.

Action: On motion by Jones and second by Baldwin the Board adopted the policy statement as recommended above. The motion was carried unanimously.

E. GM FY18 Work Plan Revised

General Manager Mann presented a revised work plan to include a request for weekly updates to the Board, working to advance the Wake-Durham Commuter Rail project and achievement of DBE goals.

Action: On motion by Jones and second by Baldwin the Board approved the General Manager's work plan as revised. The motion was carried unanimously. A copy of the work plan is attached and hereby made a part of these minutes.

F. FY18 Budget Ordinances

Harriet Lyons presented additional changes to FY18 budget:

- Reduction of \$1,915 in revenues and expenses in the general fund related to salaries;
- Increase to expenses in various bus and general fund departments of \$179,000;
- Reduction of \$700,000 in expenses due to the double counting of the Wake Transit bus plan study; and
- Increase of \$105,000 in expenses for rebranding of bus stop signs.

Lyons stated that with these changes, revised budget revenue is \$32.5 million and expenditures, \$32.7 million. The impact to cash reserves is a decrease of \$198,000.

Allen asked the total cash reserves balance. Saundra Freeman responded about \$15 million in general fund and \$40 million in the Major Transit Investment Fund (MTIF), separate from the half cent sales tax revenues from the three counties.

Action: On motion by Allen and second by Baldwin the Board unanimously approved the following budget ordinances:

- FY 2018 Budget Ordinance (2017 0003);
- FY 2018 Regional Bus Capital Project Fund Ordinance (2017 0004);
- FY 2018 Major Capital Project Fund Ordinance (2017 0005);
- FY 2018 Advanced Technology Project Fund Ordinance (2017 0006);
- FY 2018 Major Transit Investment Fund Ordinance (2017 0007);
- FY 2018 Western Triangle Tax District Fund Ordinance (2017 0008); and
- FY 2018 Durham Orange Tax District Fund Ordinance (2018 0009).

These budget ordinances are attached and hereby made a part of these minutes.

G. FY17 Budget Amendments

Harriet Lyons discussed the needed changes for the current year budget. She stated that the net change is zero, achieved by moving money within the fund.

Action: On motion by Baldwin and second by B. Jacobs the Board unanimously approved the following budget ordinance amendment:

- FY 2017 Budget Ordinance Amendment (2017 0010).

This budget ordinance is attached and hereby made a part of these minutes.

H. General Manager's Report

General Manager Jeff Mann highlighted the following items:

- An application for the Low Emissions No Emissions Grant has been submitted. Award notifications are expected in September.
- The sale of three GoTriangle properties have recently been closed: property on Towerview Court in Cary to the Town of Cary; a small parcel on Atlantic Avenue in Raleigh and property in Morrisville to the Town of Morrisville.
- The FTA has indicated they hope to respond to our application to enter engineering by mid-July. The President's proposed FFY18 budget would not fund any new capital investment grant program nor projects without the FFGA. He said confidence remains that funding can be restored during budget negotiations. FTA continues to process applications but has indicated work is at the agency's risk. Baldwin asked for an estimate of the money GoTriangle will spend. Mann responded \$105 million over the next three years.
- Work continues to advance on the Wake County Transit Plan, with major studies getting underway and vehicle orders being placed soon. New expanded service begins August 6th on GoTriangle routes 100 and 300 in addition to GoRaleigh service expansions.
- NCDOT improvements to the rail corridor are almost complete, which will benefit our Wake-Durham Commuter Rail project. Discussions with the railroads regarding this project have begun.
- Printed copies of the Strategic Plan are available now.
- A Request for Proposals has been issued for property advisory services.

W. Jacobs encouraged communication with all Federal representatives regarding the budget. She asked how many states would be affected. Mann stated that he would prepare a report for the Board.

A list of contracts recently approved by the General Manager is attached and hereby made a part of these minutes.

1. Durham-Orange Light Rail Transit Program Update

Megan Makoid explained that during public involvement a commitment was made to study suggested refinements to the project during the engineering process. Additionally, some refinements have been identified as part of the

transit-oriented development (TOD) grant that would help facilitate future TOD growth. She pointed out a proposed shift in the Patterson Place station platform to improve visibility and access to the station as well as future conditions for TOD. The second is a shift in the alignment and platform around the University Drive Station, moving it out of the median and into the side. She said these proposals would first go to stakeholders that would be directly affected by the changes for initial input and feedback.

Dave Charters added that the Planning & Legislative Committee would be receiving a draft Design Change Approval Policy that outlines the approval process for changes.

Allen asked about impacts to cost or ridership projections for either of the proposed changes. Makoid stated an evaluation is being done now that looks at impacts related to environment, scope, cost and schedule.

Makoid added that refinements are also being considered at the Ninth Street Station - a shift to provide more equitable access on both sides of the street, a station alignment refinement at Western Bypass in response to NCDOT comments, and the Gateway Station.

2. Bus Operations Report

Vinson Hines stated that the department has received three awards recently: from the NCDOT Public Transportation Division for outstanding contribution and service during Hurricane Matthew, a certificate on behalf WRAL and other partners for the same and a Silver Safety Award from the North Carolina Department Labor. He added that Cherie Berry, Commissioner of Labor, would be attending safety day on November 17.

Hines also reported that 20 operators have been hired since raising operator pay, which is just two short of immediate needs in addition to ten positions for the Wake County Transit Plan.

Hutchinson left.

Reckhow stated that the Wake Special Tax District Fund Ordinance was missing from the agenda. It accounts for the \$3 vehicle registration fee going into the Wake Special Tax District Fund. Ren Wiles reminded the Board that legal opinion felt the \$3 revenue source should be in its own separate tax district.

Action: On motion by W. Jacobs and second by Allen the Board adopted Ordinance 2017 0011 *FY 2018 Wake Special Tax District Fund Ordinance*. The motion was

carried unanimously. This ordinance is attached and hereby made a part of these minutes.

3. Communications Update

Mike Charbonneau shared a video created to show how to use the system and gave a monthly update. The presentation is attached and hereby made a part of these minutes. He also introduced members of his department.

H. General Counsel's Report

No report.

I. Chair's Report

Vice Chair Ellen Reckhow stated that GoTriangle has received a request to appoint a representative to the Chatham/Orange Joint Planning Task Force, which will look at transportation and land use issues among other items.

Action: On motion by Allen and second by Jones the Board appointed Ed Harrison to the Chatham/Orange Joint Planning Task Force. The motion was carried unanimously.

J. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported that the Wake County Transit Plan documents approved today also were approved by CAMPO.

2. DCHC MPO Board Representative

Ed Harrison stated that there were no items on the agenda related to GoTriangle.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III stated that there has been no official RTA function in the past month.

VIII. Adjournment

Action: Vice Chair Reckhow adjourned the meeting at 2:21 p.m.

Jennifer Robinson, Chair

MEMORANDUM

TO: Operations & Finance Committee
FROM: Finance and Administrative Services
DATE: July 17, 2017
SUBJECT: **Enterprise Resource Planning (ERP) Phase 1 - Financial Management System Contract Award**

Strategic Objective or Initiative Supported

This item relates to the initiative to Implement Enterprise Resource Planning (ERP) System.

Action Requested

Staff requests that the Committee recommend to the Board the award of a contract to Crowe Horwath LLP for Enterprise Resource Planning (ERP) Phase 1 - Financial Management System Contract for Fiscal Year 2018, with a maximum dollar amount of \$880,000 and authorize the General Manager to execute the contract consistent with those terms.

Background and Purpose

Staff was task to look at our present financial system to see if it could support GoTriangle current and future operations, along with supporting the Durham, Orange, and Wake plans. Upon further review it was determined that in order to support these tasks, staff would need a new Enterprise Resource Planning (ERP) system. Staff was then instructed to prepare an RFP to find a vendor that will be able to provide a system to support our future ERP needs. Staff believed that Crowe Horwath LLP Microsoft Dynamics AX software is the system that will support our Strategic initiative.

Financial Impact

The total cost of this project is a one-time implementation cost of \$880,000. The cost of this project is split between the following revenue sources **50% GoTriangle, 25% Durham-Orange, and 25% Wake County** for FY18 budget year.

Attachments

- Award Justification

Staff Contact(s)

- Sandra Freeman, (919) 485-7415, sfreeman@gotriangle.org
- Mitchell Lodge, (919) 485-7550, mlodge@gotriangle.org



1 ENTERPRISE RESOURCE PLANNING (ERP) PHASE 1 - FINANCIAL MANAGEMENT SYSTEM

Award Justification

Mitchell Lodge – Manager
Finance & Accounting Systems

6/7/17

ERP Phase 1



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1 ENTERPRISE RESOURCE PLANNING (ERP) PHASE 1 - FINANCIAL MANAGEMENT SYSTEM

1.1 SITUATION ANALYSIS

The ERP project's objective is to implement a Best-of-Class ERP system. The critical goal of the ERP project is to provide business process re-engineering opportunities to achieve more effective and efficient business processes throughout the organization. GoTriangle's current financial management system has become outdated and is ineffective in support of current business processes at GoTriangle including bus fleet management and its performance will further diminish due to the future rail system addition and route expansions.

Over the years, processes and functionalities have evolved at GoTriangle to support other business functionality with the help of many additional "make-do" systems and other external databases. Many of the Authority's current accounting systems are challenged to support business practices. Below are some of the primary issues that exist across all functional areas:

- Lack of departmental User Interface (UI) that makes it difficult for users outside of the Finance Department to use the system.
- Current system was built on Cobal infrastructure and data.
- Lack of integrated systems that feed data seamlessly to/from FundWare Financial system.
- Current system does not adequately allow for needed business work-flows for performing several functions between departments. For example, the budget process is very cumbersome.
- Lack of functionality in various FundWare modules.
- Inability of current system to keep up with business growth.
- Minimal reporting capabilities.
- Lack of self-service tools for employees.
- Lack of various administrative and management oversight tools available in the system.
- Lack of adequate outside support and resources for the system.

2 PROPOSAL

GoTriangle's overall goal is to implement a financial (government/fund) accounting software system (the ERP Financial Management System) that will assist in the Authority's ability to accurately, efficiently and cost-effectively process its financial, accounting and operational transactions.



2.1 Phased Roll Out by Functional Area/Department

2.1.1 Phase 1 – Financial Management System(s)

- Accounting (General Ledger, AP, AR, and Reporting)
- HR integration – Currently using Epicor HCM
- Payroll
- Budgeting
- Fixed Assets (Parts, Inventory, Reporting)
- Procurement/Purchasing
- Tax Collection
- Ticket Sales
- Contract System Integration
- Document Control

2.1.2 Phase 2 – Customer Relation(s) Management

- Marketing
- Customer Service
- Operations (Maintenance)
- Operations (Facilities)

2.1.3 Phase 3 – Project Management

- Project(s)
- Planning
- Engineering

2.2 BENEFITS

The following lists some of the major benefits that GoTriangle is looking for in an integrated ERP system(s):

- Eliminate standalone business processing systems.
- Eliminate duplicate efforts and redundant data entry processes.
- Ensure compliance with all applicable legal standards.
- Ensure security of confidential information and records.
- Implement a flexible system that can respond to future ERP phases, and changing business needs.
- Improve workflow processes and implement industry best practices.
- Increase information analysis capabilities that support enhanced decision-making capabilities.
- Increase our business partners, the public, and our contractor access to GoTriangle.
- Provide a centralized approach to business processing.
- Provide an open architecture database environment that allows easy import, export, identification, searching, input, retrieval, and linking of current data to other systems.
- Provide centralized control of all forms of electronic and other documents.
- Provide complete integration between systems and processes.



2.3 Summary list of application replacements/integration

System	Platform	Functional Area	Module
Blackbaud Fundware	Replace	Finance – (Government/Fund Accounting)	General Ledger-Project/Grant
Blackbaud Fundware	Replace	Finance – (Government/Fund Accounting)	Payroll/Personnel
Blackbaud Fundware	Replace	Finance – (Government/Fund Accounting)	Accounts Payable/Purchase Order
Blackbaud Fundware	Replace	Finance – (Government/Fund Accounting)	Report Manager
Blackbaud Fundware	Replace	Finance – (Government/Fund Accounting)	Financial Institutions
Epicor HCM 5.10 (New)	Integrate	Human Resources	Employee Self-service (ESS)
Epicor HCM 5.10 (New)	Integrate	Human Resources	Candidate Self-service (CSS) - Applicant Tracking
Epicor HCM 5.10 (New)	Integrate	Human Resources	Management Self-service (MSS)
NetTime Solutions	Integrate	Payroll	Time entry system/clocks
CobbleStone (New)	Integrate	Admin/Legal	Contract Management

3 SELECTION PROCESS

3.1 Selection Committee

Mitchell Lodge – Project Manager
Maurice McGhee – Project Administrator
John McCune - IT
Ren Wiles – General Ledger/Accounting
Bobbie Herald – Accounts Payable/ PO
Deirdre Walker – Grant/Project
Harriet Lyons – Budget/Reporting
Priscilla Bond – A/R
Majid Mahomed – IT Manager
Marisol Suarez - Payroll

3.2 Criterion

Vendors were evaluated on the following basis.

Criterion	Weight
Understanding Scope of Work	20%
Personnel Experience and Expertise	20%
Technical and Functional Requirements	15%
Project Management Plan	10%
References from Previous Clients	5%
Cost	30%
Total	100%

3.3 Proposers

The evaluation committee received five proposals and the evaluation committee shortlisted three firms, which are listed below.

	Crowe Horwath	AccuFund, Inc	Century Link
*Average Rating Score	3.006	2.822	2.103
Rank	1	2	3

**The Average Rating Score includes the technical criterion and cost proposal. The average rating are based on a scale of 1 thru 5, five (5) being the highest.*

4 ALTERNATIVES

Continue to operate in the present manner with outdated technologies while anticipating increased expenses primarily due to increasing customizations of outdated applications.

5 RECOMENDATION

5.1 Recommendation

The ERP Phase 1 selection committee recommend awarding the contract to proposer Crowe Horwath LLP – Microsoft Dynamics AX software with a final negotiated one-time implementation cost of \$880,000.



MEMORANDUM

TO: GoTriangle Planning & Legislative Committee
FROM: Danny Rogers, D-O LRT Project Director
DATE: June 19, 2017
SUBJECT: **D-O LRT Project Design Change Approval Policy**

Action Requested

Staff requests that the committee recommend approval of the draft Durham-Orange Light Rail Transit (D-O LRT) Project Design Change Approval Policy.

Background and Purpose

The baseline scope of the D-O LRT Project is defined by the Record of Decision (ROD) and Amended Record of Decision (Amended ROD) issued by the Federal Transit Administration (FTA) in February 2016 and December 2016, respectively. During the New Starts Engineering Phase, Project design will be advanced from 30 percent to 100 percent. Through this process, the scope will be refined and Project elements may be modified, added, or removed. Some changes will be minor and technical in nature (e.g., adjustment to the location of a traction power substation), while others may be significant (e.g., addition of a station).

The purpose of the D-O LRT Project Design Change Approval Policy is to define the process for recommending approval of a proposed change, based on the significance of the change. For example, as set forth in the Durham and Orange County Transit Plans, the addition or deletion of a station shall be subject to approval by the Durham and Orange Boards of County Commissioners, the DCHC-MPO Policy Board, and the GoTriangle Board of Trustees.

The draft policy is attached for Committee review.

For additional context, design changes will be evaluated and implemented according to the three-step process summarized below:

Step A: Evaluation

As potential changes are identified during the design process, GoTriangle staff, including the D-O LRT Project Director and Project Team will oversee the General Engineering Consultant's evaluation of each potential change for engineering feasibility, environmental impacts, and other considerations. The evaluation process will include public and stakeholder involvement, led by GoTriangle staff.

The change evaluation process is managed and conducted by the D-O LRT Project Director and members of the Project Team. The Project Management Plan for the D-O LRT Project also defines an executive oversight process for change evaluation. On a biweekly basis, the D-O LRT Project Director and members of the Project Team meet with the D-O LRT Project Executive Oversight Team (EOT), which includes the General Manager, General Counsel, Chief Financial Officer, Director of Regional Services, and Director of Communications. The EOT provides guidance to the D-O LRT Project at biweekly briefings with the D-O LRT Project Director and members of the Project Team. As part of the briefings, the Project Team appraises the EOT of potential changes that have been identified and the progress of change evaluation, and the EOT advises and provides guidance to the Project Team.

Step B: Local Approval

After evaluation, the change will be recommended for approval or rejection by the applicable local approval authority as defined by the D-O LRT Project Design Change Approval Policy.

The draft D-O LRT Project Design Change Approval Policy proposes the following three categories of local approval authority for changes:

- **Category 1: Four Boards**

The Durham and Orange County Transit Plans adopted in April 2017 define the types of changes that are subject to approval by each signatory board of the transit plans, which include the Durham Board of County Commissioners, the Orange Board of County Commissioners, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Policy Board, and the GoTriangle Board of Trustees. The following design changes shall be subject to approval by each of the four boards:

- Addition of station(s)
- Deletion of station(s)

- **Category 2: GoTriangle Board of Trustees**

The following design changes shall be subject to approval by only the GoTriangle Board of Trustees:

- Changes to station locations that would require additional relocations/displacements beyond those required by the D-O LRT Project Physical Scope Baseline¹
- Changes that are expected to jeopardize the date of receipt of the Full Funding Grant Agreement as defined by the D-O LRT Project Milestone Schedule

¹ The initial D-O LRT Project Physical Scope Baseline is the physical scope (design) of the D-O LRT Project as defined in the ROD and Amended ROD issued in February 2016 and December 2016, respectively. As design changes are approved during the New Starts Engineering Phase, the Physical Scope Baseline will be updated to include those changes.



- Changes that would negatively affect revenue operations as defined by the D-O LRT Project Functional Scope Baseline² (i.e., decrease service reliability or frequency)
- Other changes as recommended by the Executive Oversight Team (see Category 3 below)

For changes in this category, GoTriangle staff will provide the Durham Board of County Commissioners, the Orange Board of County Commissioners, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Policy Board the opportunity to review and provide input on the change prior to bringing the change to the GoTriangle Board of Trustees for approval.

▪ **Category 3: D-O LRT Project Director**

In general, the D-O LRT Project Director will have approval authority for all other proposed design changes.

However, the D-O LRT Project Director and/or Executive Oversight Team (EOT) may choose to recommend changes for elevation to the GoTriangle Board of Trustees. As defined in the Project Management Plan, the EOT includes the General Manager, General Counsel, Chief Financial Officer, Director of Regional Services, and Director of Communications. The EOT provides guidance to the D-O LRT Project at biweekly briefings with the D-O LRT Project Director and members of the Project Team.

Step C: FTA Concurrence

Before incorporating any approved change into the final design of the project, GoTriangle will coordinate with FTA to re-evaluate the environmental effects to determine whether the proposed refinement would result in a change in the effects previously disclosed and whether the existing mitigation in the Amended ROD would sufficiently mitigate the effects. If FTA determines that a change requires additional mitigation, GoTriangle would be required to prepare supplemental environmental documentation for public review, which may result in an Amended ROD.

While each design refinement will be comprehensively evaluated for environmental effects, not all design changes will result in the preparation and publication of supplemental environmental documentation or an Amended ROD. FTA makes this determination and will provide appropriate direction to GoTriangle after reviewing the re-evaluation submittal.

Attachments

- D-O LRT Project Design Change Approval Policy (DRAFT)

² The initial D-O LRT Project Functional Scope Baseline is defined in the Transit Operating Plan dated July 2015, the Addendum to Transit Operating Plan and Operating & Maintenance Cost Results Report dated December 2016, and the Rail Fleet Management Plan

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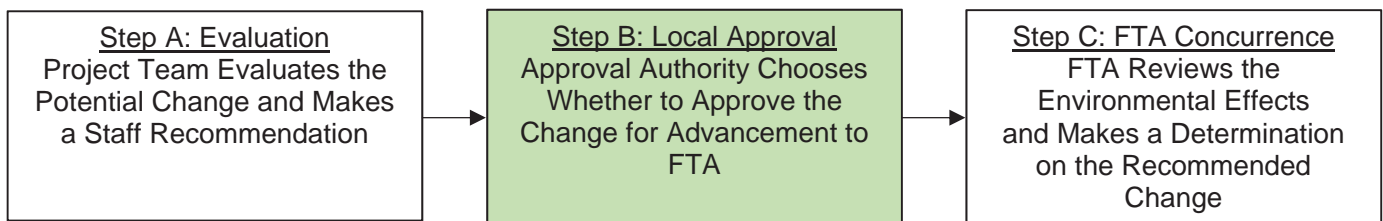


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Durham-Orange Light Rail Transit Project Design Change Approval Policy (July 2017)

The baseline scope Durham-Orange Light Rail Transit (D-O LRT) Project is defined by the Record of Decision and Amended Record of Decision issued by the Federal Transit Administration (FTA) in February 2016 and December 2016, respectively. During the New Starts Engineering Phase, Project design will be advanced from 30 percent to 100 percent. Through this process, the scope will be refined and Project elements may be modified, added, or removed. Design changes will be evaluated and implemented according to the three-step process summarized in the following diagram.



This policy establishes three categories of local approval authority in Step B, based on the type of change. This policy is intended for use during the New Starts Engineering Phase and will be reviewed and updated prior to the Project entering the Construction Phase.

Category 1: Four Boards

The Durham and Orange County Transit Plans adopted in April 2017 define the types of changes that are subject to approval by each signatory board of the transit plans, which include the Durham Board of County Commissioners, the Orange Board of County Commissioners, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Policy Board, and the GoTriangle Board of Trustees. The following design changes shall be subject to approval by each of the four boards:

- Addition of station(s)
- Deletion of station(s)

Category 2: GoTriangle Board of Trustees

The following design changes shall be subject to approval by only the GoTriangle Board of Trustees:

- Changes to station locations that would require additional relocations/displacements beyond those required by the D-O LRT Project Physical Scope Baseline¹
- Changes that are expected to jeopardize the date of receipt of the Full Funding Grant Agreement as defined by the D-O LRT Project Milestone Schedule

¹ The initial D-O LRT Project Physical Scope Baseline is the physical scope (design) of the D-O LRT Project as defined in the ROD and Amended ROD issued in February 2016 and December 2016, respectively. As design changes are approved during the New Starts Engineering Phase, the Physical Scope Baseline will be updated to include those changes.



Connecting all points of the Triangle

- Changes that would negatively affect revenue operations as defined by the D-O LRT Project Functional Scope Baseline² (i.e., decrease service reliability or frequency)
- Other changes as recommended by the Executive Oversight Team (see Category 3 below)

For changes in this category, GoTriangle staff will provide the Durham Board of County Commissioners, the Orange Board of County Commissioners, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Policy Board the opportunity to review and provide input on the change prior to bringing the change to the GoTriangle Board of Trustees for approval.

Category 3: D-O LRT Project Director

In general, the D-O LRT Project Director will have approval authority for all other proposed design changes.

However, the D-O LRT Project Director and/or Executive Oversight Team (EOT) may choose to recommend changes for elevation to the GoTriangle Board of Trustees. As defined in the Project Management Plan, the EOT includes the General Manager, General Counsel, Chief Financial Officer, Director of Regional Services, and Director of Communications. The EOT provides guidance to the D-O LRT Project at biweekly briefings with the D-O LRT Project Director and members of the Project Team.

The D-O LRT Project Director will provide monthly reports on the design change management process to the GoTriangle Board of Trustees as part of the D-O LRT Project Update. These reports will include an informational listing of Category 3 design changes approved by the D-O LRT Project Director.

SIGNATURES

Jeffrey G. Mann
General Manager

Date

Jennifer Robinson
Chair, Board of Trustees

Date

² The initial D-O LRT Project Functional Scope Baseline is defined in the Transit Operating Plan dated July 2015, the Addendum to Transit Operating Plan and Operating & Maintenance Cost Results Report dated December 2016, and the Rail Fleet Management Plan.



MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Shelley Blake, General Counsel
DATE: July 26, 2017
SUBJECT: June – July 2017 Board Report

Contracts, Compliance and Counsel

Board: The legal team has reviewed the contracts reported to the Board at this meeting.

Capital Development: We continue to provide support for the D-O LRT project.

Human Resources: Legal continues to provide advice on HR matters.

Non-Profit update: The nonprofit has been incorporated with the NC Secretary of State. The official name is GoTransit Partners. We have also applied for and received an Employer Identification Number. Diane Pledger has been retained (she is a currently part-time employee with GoTriangle who is also a consultant for non-profits) to assist with the start-up of the non-profit. The next steps are to identify board members for the non-profit and to get the initial set of by-laws approved.

Wake County Transit Plan: All 17 General Operating and Capital Agreements have been negotiated, finalized and sent to the respective partners. Any Project receiving FY18 funds under the Wake County Transit Plan will be required to have an executed Master Participation Agreement (MPA), \$7.00 ILA Amendment, and a Capital and/or Operating Agreement. So far I have received all of the necessary signed Agreements from Wendell. I have received messages that others have approved and will be sending.

Documents prepared and/or reviewed by Legal Department:

Closed the sale of the Morrisville and Cary properties, drafted necessary documents

Revised Citizen Advisory Resolution

GoPasses: Duke, UNC, NCCU, NCSU, Durham Tech, City of Raleigh and NCSECU

Novak Consulting Contract

Cushman-Wakefield Property Management Contract

Durham Tech & Hillsborough Park & Ride License

Transloc Amendment Four

HDR Amendment Five

TJCOG GIS Contract

Robertson Scholars Bus Route Amendment

Memorandum of Understanding for Raleigh Urbanized Areas (FTA Grant Funding)

Nelson/Nygaard Planning Services Contract

Terracon Soil Excavation Services (BOMF) Contract

Ride to Wellness Grant Contract

Van Pool "Fortify" Amendment (Johnston County)

GoTriangle Bus Rules of Conduct

D-O LRT Project Office Lease

HDR Contract Amendments Four, Five, and Six

HNTB Contract Amendments Two and Three

Nonprofit organization

Meetings/Conferences Attended by General Counsel

Transit-Ready Development Breakfast

Closings for two properties

NCDOT meeting

Town of Cary meeting

Tri-County Women in Business Luncheon

Greater Raleigh Chamber Partners Dinner

NC Museum of Natural Sciences, NC Museum of Art, NC Museum of History meeting