

## CITY OF RALEIGH NORTH CAROLINA

### MEMORANDUM

September 1, 2005

To: Raleigh City Council

From: Edison Johnson, Director  
Capital Area Metropolitan Planning Organization

Subject: Authorize the City Manager to execute Supplemental Agreement with NCDOT for Disbursement and Accounting of Funds to Support the Collection of the Triangle Regional Travel Demand Model Surveys

#### **I. Executive Summary and Recommendation**

On September 2, 2003, the City Council authorized the execution of an agreement with the North Carolina Department of Transportation (NCDOT) for support of the development of the Triangle Regional Travel Demand Model. The Triangle Regional Travel Demand Model (also known as the Triangle Regional Model or TRM) is a key tool in the preparation of the Capital Area Metropolitan Planning Organization's (MPO's) Long Range Transportation plan, and to establishing air quality conformity, a necessary element in accessing federal funds. The TRM is a joint effort by four partner agencies: the Capital Area MPO, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO); the Triangle Transit Authority (TTA); and the North Carolina Department of Transportation (NCDOT). With the goal of improving the timeliness of model forecasts as well as quality of output, these partners agreed to centralize the technical work of model updates and enhancements at what is known as a Service Bureau. This Service Bureau is housed at the Institute for Transportation Research and Education (ITRE) at NC State University. The partners further agreed to fund this Service Bureau by equally sharing in the cost. To simplify contracting issues, the Service Bureau was funded in a single agreement between ITRE and NCDOT, in August, 2003 the three other agencies, including the City of Raleigh entered into an agreement with NCDOT for their share of the total contract.

The Supplemental Agreement, being proposed today, between NCDOT and the City of Raleigh, as the designated lead planning agency for the Capital Area MPO, is to provide funds for travel surveys and associated model updates as required by the US Department of Transportation. These travel surveys will provide comprehensive information and a consistent set of data on current travel patterns which will support improvements in model performance and ensure accurate future forecasts.

It is recommended that the Council:

1. Adopt the attached “Resolution Authorizing the City of Raleigh to Enter into a Supplemental Agreement with the North Carolina Department of Transportation;” and,
2. Authorize the City Manager to make changes to the Supplemental Agreement prior to execution so long as the changes do not alter the intent of the original Agreement.

## **II. Background**

Access to federal transportation funding by the City of Raleigh and the State of North Carolina requires a continuing, comprehensive and cooperative process of transportation planning. As part of this process, the Capital Area Metropolitan Planning Organization participated actively in the creation and maintenance of the Triangle Regional Model (TRM), a powerful travel demand forecasting tool. The development and on-going maintenance of this model is a joint effort by four partner agencies: the Capital Area MPO, the Durham-Chapel Hill-Carrboro (DCHC) MPO, the Triangle Transit Authority (TTA), and the North Carolina Department of Transportation (NCDOT).

The model was first developed because of the tremendous impact regional travel has on local air quality plans and on the need for new transportation facilities. The existing model has been used for development of both MPOs’ 2025 and 2030 long range transportation plans, the TTA regional rail New Starts modeling, as well as technical analyses and demand forecasts for various studies and projects. The model however, is now technically obsolete and has operational deficiencies highlighted by the Federal Transit Administration as part the New Start review. While TTA is funding work necessary to solve immediate issues relevant to the Regional Rail New Starts application, ongoing work to ensure that the model performs to the highest possible standards is funded in equal parts by the four partner stakeholders.

The proposed Supplemental Agreement between NCDOT and the City of Raleigh provides funding for travel surveys which will provide comprehensive and consistent data on current travel patterns. These surveys will aid in improving model performance, and to ensuring accurate future forecasts

### Attachments include:

1. “Resolution Authorizing the City of Raleigh to Enter into a Supplemental Agreement with the North Carolina Department of Transportation” by authorizing the City Manager to enter into the specified Supplemental Agreement.
2. “Agreement for Disbursement and Accounting of Funds to Support the Development of the Triangle Regional Model”

### **III. Issues/Analysis**

By adopting or not adopting the attached resolution the City can accept or reject the proposed Supplemental Agreement with NCDOT to disburse funds for operation of the Triangle Regional Model Service Bureau. Funds necessary to meet the requirements of this agreement are allocated from the annual federal transportation planning grant with appropriate City matching funds. The Supplemental Agreement may be terminated with 30 days written notice in the event that budgeted funds cease to be available, or for any other reason.

The Triangle Regional Model is an essential tool in preparing transportation plans and conformity reports that are required to establish eligibility for federal transportation funds. In the event that the resolution authorizing the Supplemental Agreement is not approved, the regional travel survey initiative and the model update will be significantly affected. Also, the City and the Capital Area MPO will be obligated to develop a similar tool on their own and gather data for it, at substantially greater expense, and with no guarantee that a workable alternative can be developed in sufficient time to meet important upcoming federal reporting deadlines.

### **IV. Alternatives**

Should the City Council not to adopt the attached resolution, the Capital Area MPO would cease to benefit from further development of the Triangle Regional Model, and a comparable model would have to be developed. This would involve data collection, at considerable expense, by City staff and consultants. For such a model to be acceptable in preparing air quality conformity and other plans and reports - required for establishing eligibility for Federal transportation funding - the model would have to include data and forecasts for the entire Triangle region without the benefit of cooperative assistance from the DCHC MPO, TTA or NCDOT. The resulting delays could have serious adverse repercussions with respect to funding schedules for necessary transportation improvements in the City of Raleigh and in the Capital Area MPO.

### **V. Financial Impact**

The cost of this Supplemental Agreement shall not exceed \$312,500 (THREE HUNDRED TWELVE THOUSAND FIVE HUNDRED DOLLARS) in yearly increments not to exceed \$125,000 (ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS) in the multi-year period from July 1, 2005 through December 2007, and will be properly encumbered in an existing City budget category. Funding will come from the annual federal transportation planning grant with appropriate City matching funds. Approval time for the project will be July 1, 2005 and payments will commence in FY 2005-06.

## **VI. Recommendation**

It is recommended that the Council authorize the City Manager to

3. Adopt the attached “Resolution Authorizing the City of Raleigh to Enter into a Supplemental Agreement with the North Carolina Department of Transportation;” and,
4. Authorize the City Manager to make changes to the Supplemental Agreement prior to execution so long as the changes do not alter the intent of the original Agreement.

**RESOLUTION**

**AUTHORIZING THE CITY OF RALEIGH TO ENTER INTO A SUPPLEMENTAL AGREEMENT WITH  
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Upon a Motion duly made by \_\_\_\_\_ and seconded by  
\_\_\_\_\_ for adoption of the following resolution; and upon being put to  
a vote was duly adopted.

**WHEREAS**, the City of Raleigh has budgeted funds and allocated staff to support the Triangle Regional Model for  
travel demand forecasting;

**WHEREAS**, support for this model will be provided by the Institute for Transportation Research and Education  
through a direct contract with the North Carolina Department of Transportation on behalf of the City of Durham and  
other participating agencies;

**WHEREAS**, the North Carolina Department of Transportation seeks reimbursement in an amount not to exceed  
\$312,500 (THREE HUNDRED TWELVE THOUSAND FIVE HUNDRED DOLLARS) IN YEARLY  
INCREMENTS NOT TO EXCEED \$125,000 (ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS) during  
the multi-year time period from July 1, 2005 through December 31, 2007 from the City of Raleigh, and in an  
equivalent amount from other participating agencies, for entering into said contract on their behalf;

**NOW THEREFORE, BE IT RESOLVED** that the City Manager of the City of Raleigh is hereby authorized to  
enter into the attached Supplemental Agreement with the North Carolina Department of Transportation in order to  
disburse funds budgeted for the purpose of supporting the Triangle Regional Model.

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I, \_\_\_\_\_ do hereby certify that the above is a true and correct copy of  
an excerpt for the minutes of a meeting of the Raleigh City Council duly held on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Certifying Official

THE DEPARTMENT OF  
TRANSPORTATION, AN AGENCY OF THE  
STATE OF NORTH CAROLINA

AGREEMENT FOR DISBURSEMENT AND  
ACCOUNTING OF FUNDS TO SUPPORT THE  
DEVELOPMENT OF THE TRIANGLE  
REGIONAL MODEL

AND

THE CITY OF RALEIGH

THIS SUPPLEMENTAL AGREEMENT made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2005, between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, an agency of the State of North Carolina, hereinafter referred to as the DEPARTMENT, and the CITY of RALEIGH, hereinafter referred to as the MUNICIPALITY.

**W I T N E S S E T H:**

WHEREAS, the DEPARTMENT and the MUNICIPALITY have previously entered into an agreement on September 6, 2003 to employ the Institute for Transportation Research and Education, hereinafter referred to as ITRE, to perform transportation planning services related to the development, update, maintenance and improvement of a regional travel demand model for the Triangle Region, known as the Triangle Regional Model, and;

WHEREAS, continuation of the work and support for additional studies to support model development, requires an increase in the overall budget for the five year work plan, and;

WHEREAS, the DEPARTMENT and the MUNICIPALITY desire and have mutually agreed that the original Agreement be amended and revised;

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree between the parties hereto as follows;

1. The total cost to undertake travel surveys and model update from July 1, 2005 to December 31, 2007 will not exceed \$312,500 (THREE HUNDRED AND TWELVE THOUSAND FIVE HUNDRED DOLLARS) in yearly increments not to exceed \$125,000 (ONE HUNDRED AND TWENTY FIVE THOUSAND DOLLARS).
2. All provisions of the basic agreement, dated October 6, 2003, and any Supplements thereto except herein modified or changed will remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of DEPARTMENT and the MUNICIPALITY by authority duly given.

CITY OF RALEIGH

By: \_\_\_\_\_  
City Manager

ATTEST: \_\_\_\_\_  
City Clerk

Approved As To Form: By: \_\_\_\_\_  
City Attorney

(City Seal)

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

By: \_\_\_\_\_  
Manager, Transportation Planning Branch

Approved As to Form: By: \_\_\_\_\_  
Asst. Attorney General