

Budget Description

Task	Name	RCN Program Funds	Non-Federal Matching Funds*	Other Federal Funds	Task Cost
1	Project Management	\$20,000 (80%)	\$5,000 (20%)	\$0	\$25,000
2	Project Kick-Off Meetings (2)	\$11,968 (80%)	\$2,992 (20%)	\$0	\$14,960
3	Develop Public Engagement Plan and Activities/Charrettes (10 meetings/events)	\$49,600 (80%)	\$12,400 (20%)	\$0	\$62,000
4	Base Map Production and Corridor Evaluation/Field Work	\$120,000 (80%)	\$30,000 (20%)	\$0	\$150,000
5	Draft Study Document Production & Presentation (2)	\$29,200 (80%)	\$7,300 (20%)	\$0	\$36,500
6	Phasing Plan & Cut-Sheet Development	\$64,000 (80%)	\$16,000 (20%)	\$0	\$80,000
7	Cost Estimating	\$32,032 (80%)	\$8,008 (20%)	\$0	\$40,040
8	Funding Strategies	\$28,800 (80%)	\$7,200 (20%)	\$0	\$36,000
9	Ownership Structures and Operations and Maintenance Models	\$26,000 (80%)	\$6,500 (20%)	\$0	\$32,500
10	Final Study Document Development	\$14,000 (80%)	\$3,500 (20%)	\$0	\$17,500
11	Final Study Presentations (2)	\$4,400 (80%)	\$1,100 (20%)	\$0	\$5,500
	Totals	\$400,000 (80%)	\$100,000 (20%)	\$0	\$500,000

*Non-matching federal funds confirmed by Local Funding Commitment Letters from Durham County (\$33,334), City of Durham (\$33,333), and the East Coast Greenways Alliance (\$33,333). Section assumes that this project area will not be determined Economically Disadvantaged. However, we believe that a large portion of the project falls within Economically Disadvantaged areas. Please see the narrative for more detail.

Durham to Roxboro Rail Trail Planning Study **Draft scope of work (developed to inform project budget and task costs)**

Task 1: Project Management

The selected Consultant team for the Planning Study will be led by a Project Manager who will serve as the main point of contact for the project, schedule and attend all meetings and

presentations, and will provide regular updates to the Client team throughout the project timeline. The Consultant Project Manager will provide project invoicing with summaries of work completed each month. The Consultant Project Manager will remain consistent throughout the project, any changes in project management will be discussed in advance with the Client Project Manager(s). The Consultant Principal-in-Charge will oversee the quality control process throughout the life of the project. The Consultant Project Manager will have monthly check-ins with the Client Project Manager(s).

Task 2: Project Kick-off and Meetings

The Technical Steering Committee will be formed to provide support, guidance, and input into the Planning Study process. Two project kick-off meetings will occur with the Client team and the Technical Steering Committee. The Client Project Manager(s) will advise the Consultant Project Manager of kick-off meeting attendee lists for both meetings and will be in attendance at both meetings. The meeting formats may be different, but materials and content will be relatively the same for both meetings. The purpose of the kick-off meetings is to accomplish the following:

- Develop goals and objectives for the project.
- Identify critical issues associated with the development of the rail trail corridor.
- Discuss the goals and objectives of the Public Engagement Plan the Consultant team will be developing for the project. The Public Engagement Plan will organize the ongoing communication and information exchange between the firm, the community, the appropriate local government agencies, elected officials, and the public. A project contact list will be provided by the Client Project Manager.
- Review a draft project schedule and refine as needed. This includes the selection of the week of the charrette and key milestones or decision points that will be informed through soliciting input during public engagement meetings and from the Technical Steering Committee.
- Review and discuss an outline and the components to be included in the draft Study document and the Final Study Document.
- Review priority questions from the Consultant team including but not limited to, conditions along the rail trail corridor, connectivity to surrounding neighborhoods and other destinations, concerns, key members of the public to connect with, locations for meetings and events, other stakeholders, and any other guidance needed from the Client Project Managers or members of the Technical Steering Committee.

Task 3: Public Engagement Plan and Activities/Charrettes

The Consultant team will carefully review the City's Equitable Engagement Blueprint. The Consultant team will research and document national best practices for open, transparent, and equitable public engagement processes for government capital improvement projects with a particular focus on transportation and recreation projects to develop a Public Engagement Plan for this Study. To develop the Plan the Consultant team will also consider:

- Input and direction from Durham County staff regarding County priorities for engagement activities
- Demographic data (discussed during kick-off meetings)
- Public involvement information recommended during kick-off meetings

- City’s Priority Zones for Affordable Housing that are available from the Department of Community Development
- City’s Equity Neighborhoods as defined by the Equitable and Green Infrastructure program
- Places of congregation in each neighborhood and community in Durham that are within ½ mile of the rail trail corridor as potential locations to facilitate public events
- Potential Community Partners to engage to widen and lengthen the reach of communication for the project

MATERIALS

The Consultant team will develop and provide digital graphics and materials for the Client team to use during public engagement activities. More specific information about appropriate graphics and materials will be discussed and agreed to during the kick-off meeting. It is anticipated that the Client team will conduct some meetings or events independent from the meetings, activities, and charrette that will be led by the Consultant team.

PLAN

Based on reviews, research, and discussions with the Client team, the Consultant team will develop a Public Engagement Plan for public involvement activities to support the Study process. The Plan will recommend an effective and equitable engagement process that the Client team and Consultant team will partner to implement during the Study to inform the outcomes of the Study. The Plan will provide detailed recommendations for who to connect with, how to connect with different groups, how to solicit meaningful input, where and how frequently to hold events, what questions to ask, when to follow up, and how to plan each event to make it possible for as many people to attend including ideas for refreshments, transportation, child care, interpreters, etc. The Public Engagement Plan will include questionnaires that can be used to solicit input during public outreach events and to use as online questionnaires for people who can’t attend public events. The Plan will offer example metrics that the Client team could use to evaluate the success of the public involvement efforts for the Study. Input received during public engagement activities that occur during the contracted timeline for the Study will be used to inform the development of recommendations. More specifics of the Plan will be identified during contract scoping and budgeting with the selected Consultant team and further refined during the kick-off meetings.

Charrette Planning Meeting

The Consultant team will meet with the Client team to discuss the Public Charrette Workshop the Consultant team will facilitate. During the meeting, the Consultant team will discuss the goals of the workshop with the Client team. The Charrette will be a chance for the team to assess the corridor and receive initial feedback from stakeholders and the public.

The Planning Meeting will at least:

- Select and confirm meeting locations and formats.
- Select and confirm a “home base” for the Consultant team during its field visit portion of the charrette week.
- Discuss potential stakeholders to be invited.

- Discuss potential avenues for inviting residents to participate in the public portion of the charrette.

Task 4: Base Map Production and Corridor Evaluation/Field Work

Base Map Production

For base map production, the Consultant team will provide the Client team with a list of desired GIS data for the rail trail corridor. The Client team will provide data that is available or work with partners to retrieve data. The Consultant team will then supplement the existing data with other standard state and regional data sources to produce the base maps to be used during field work and workshop meetings. Base maps with the study area highlighted will be provided to the Client team for review. The following data will be analyzed as part of the base mapping, through a map series that will help inform opportunities and constraints:

Natural environment data: Threatened and endangered species, jurisdictional wetlands, rivers/streams/creeks and other surface waters (include applicable local, state, and federal buffer ordinances/regulatory requirements), floodplain/floodway, managed natural areas (conserved lands, etc.), terrain.

Human environmental data: Transportation (including roadways traffic volumes, speed, signalization, bridges, the pedestrian/bike network, transit, rail, and proposed transportation projects), utilities, parcels, public/government lands and public right-of-way, conserved lands, cultural and historic resources, brownfields and hazardous sites.

Field Work

The Consultant team will conduct field work along the 18-mile rail trail corridor. Field work will review all existing conditions along the rail trail corridor including but not limited to structures, at-grade crossings, grade-separated crossings, road intersections and signaling, bicycle and pedestrian connectivity between the rail trail corridor and surrounding neighborhoods and destinations, potential trail head areas, and potential locations for trail-support amenities such as bathrooms, water fountains, and other amenities identified through discussions with the Client team.

Task 5: Draft Document Production and Presentations

The Consultant team will prepare an initial draft Study document following field work investigations and initial public engagement activities. The draft Study will be a concise document that focuses on opportunities and constraints and public involvement that has been conducted to date. The draft Study will aim to include additional content that may be in development, including but not limited to cut-sheets, funding strategies, and ownership, operations, and maintenance strategies as these components of the Study may be developed in parallel to field work and phasing planning.

Public Involvement Summary (To Date)

A project schedule and summary of public involvement to date will be documented and included in the draft Study. Key findings from public and stakeholder engagement and a discussion of

how the input has been incorporated and reflected in the preliminary recommendations will be summarized.

The Consultant team will send the draft Study to the Client team for review and comment. The Client team will collect and consolidate comments from the Technical Steering Committee and others, as needed, and provide them in written format back to the Consultant team.

Task 6: Phasing Plan and Project Cutsheet Development

The Consultant team will conduct a pre-engineering and basic scoping assessment based on the field work investigations to develop a phasing plan for the conversion of the rail trail corridor into a shared use trail that serves both transportation and recreation purposes. The phasing plan will include cutsheets of each section or phase with a map, typical sections, renderings, accessibility/connectivity points, demand/density points, potential permitting needs, structural assessments, at-grade and grade separated crossing evaluations, traffic impacts, potential right-of-way acquisition, cost estimates, and implementation partners. The cutsheets will be designed for an audience of non-technical readers to be able to understand and designed to be used by the Client team in funding requests.

Task 7: Cost Estimating

The Consultant team will develop opinions of probable costs for each of the phases presented in the Phasing Plan. The Consultant team will submit their cost estimating templates to the Client team for review and approval prior to developing any base cost estimates. The Client team will review the templates to ensure local priorities (ex: public art, public engagement) are included as line items. The Consultant team will identify potential right-of-way needs, potential permitting needs, potential partnerships, preliminary opinions of probable costs, constraints and costs associated with structures, crossings, utilities, floodways/wetlands, environmental hazards and contaminations, and possible partnership and grants opportunities. Where possible, the Consultant team will rely on recent bids for relevant projects to form the basis of the cost opinions. All cost estimates and the data used to generate the estimates will be checked for quality and accuracy by the Principal-in-Charge or another senior advisor for the Consultant team and provided to the Client team for review.

Task 8: Funding Strategies

The Consultant team will perform comprehensive research and analysis aimed at identifying potential funding partnerships and strategies for a rail-to-trail project in North Carolina. The Consultant team is expected to deliver a final report that presents various options for funding, including federal grants, state grants, private sector partnerships, and community crowdfunding. The Consultant team will complete the following tasks to develop thorough and appropriate strategies for funding:

- **Market Research:** Study similar trail projects, both completed and ongoing, to understand the range of funding options available. Provide case studies and insights into successful models.

- Federal and State Grants: Research available federal and state grants that could be applicable for this project. Include eligibility criteria, application deadlines, and likelihood of securing funds.
- Private Sector Partnerships: Explore the viability of teaming up with private organizations or businesses for sponsorships or joint ventures. Assess the legal frameworks needed for such partnerships.
- Community Engagement: Investigate options for community crowdfunding or local investment. Highlight any tax incentives or benefits for local donors.
- Financial Analysis: Present a financial model that breaks down the estimated costs of the project, and how they can be met through various funding options. Provide a risk assessment for each funding strategy.
- Legal Compliance: Make sure all recommended funding options comply with local, state, and federal laws.

The Consultant team will facilitate a meeting with the Client team to present findings and receive feedback. The Consultant team will incorporate feedback and develop a comprehensive memorandum, complete with detailed analyses, and recommendations and submit the memorandum to the Client team. All the information in the memo will also be included as a component of the Final Study document.

Task 9: Ownership Structures and Operations and Maintenance Models and Agreements

The Consultant team will conduct extensive research to identify unique examples and national best practices for different ownership structures and operations and maintenance models for a 18-mile rail-trail corridor spanning City and County jurisdictions. Tasks will include but not be limited to:

- Ownership Structures: Research various ownership models, such as public, private, and public-private partnerships (PPPs), non-profits, land conservancy, state government units, that have been employed in similar rail-trail projects across the nation. Evaluate the pros and cons of each model, especially in the context of a project that involves multiple jurisdictions. Compare each model to existing local models in the triangle-region.
- Operations Models: Examine different approaches to the day-to-day running of similar large-scale trails. This could include city or county management, non-profit organizations, or a combination of multiple entities. Compare each researched approach to existing local government models in the triangle region.
- Maintenance Models: Investigate various strategies and agreements for the long-term upkeep of the trail, such as dedicated city staff, contracts with private firms, or volunteer-based systems. Evaluate the pros and cons of each model.
- Jurisdictional Coordination: Investigate examples where multi-jurisdictional rail-trail projects have successfully navigated local, county, and state regulations. Offer insights into effective coordination and governance structures.
- Cost Analysis: Provide an estimated cost breakdown for each ownership, operation, and maintenance structure or model, including initial setup and ongoing costs. Compare the estimated costs to the current operations and maintenance costs of local agencies that currently operate and maintain trail systems.

- **Legal Considerations:** Ensure that all recommended models comply with the laws and regulations at the local, state, and federal level.

Task 10: Final Study Document Development

The Consultant team will lead a final public meeting session to receive input on the draft Study. The public will be able to hear an overview and background of the project, analyses, and recommendations for the rail to trail corridor. The public will have an opportunity to ask questions and submit input for up to 10 days after the presentation. Questions and input received from the public will be incorporated into the final Study.

The Consultant team will develop the final Study document from the reviewed draft Study document and ensure that it includes all the components agreed upon during the kick-off meetings and any additional components discussed during the planning process. The Consultant team will complete the final Study document based on comments received from the Client team, Technical Steering Committee, and the public and will send updated, print-ready final Study PDFs back to the Client and Technical Steering Committee for final review.

Task 11: Final Study Presentations

The Consultant team will develop and deliver two public presentations on the final Study document. The presentations will include information regarding the planning process, corridor evaluations, phasing plan, cost estimates, funding strategies, and ownership, operations, and maintenance strategies, and will include a full debrief of all public engagement activities, inputs received, and how public input informed and guided the planning process and influenced the final Study document. The Consultant team will provide the presentation in PPT format to the Client team for use by the Client team at additional public or internal meetings.

All GIS and digital data and geodatabases, photos, inventories, analyses, Excel workbooks, and Adobe Photoshop, Illustrator, and InDesign files, and any other content in other file formats will be provided on a flash drive to the Client team at the conclusion of the Study, prior to the submission of the final invoice.

Estimated Schedule

TASK	TIMEFRAME
Task 1: Project Management	Life of project

Task 2: Project Kick-off Meetings	Month 1-2
Task 3: Public Engagement Plan, Activities, and Charrette	Life of the project
Task 4: Base Map Production and Corridor Evaluation/Field work	Months 3-8
Task 5: Draft Document Production and Presentations	Months 7-12
Task 6: Phasing Plan and Cutsheet Development	Months 7-14
Task 7: Cost Estimating	Months 9-14
Task 8: Funding Strategies	Months 3-9
Task 9: Ownership Structures and Operations and Maintenance Models	Months 3-9
Task 10: Final Study Document Development	Months 16-18
Task 11: Final Study Presentations	Month 18



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COUNTY OF DURHAM BOARD OF COMMISSIONERS

September 11, 2023

U.S. Secretary of Transportation Pete Buttigieg
Office of the Secretary
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590



Dear Secretary Buttigieg,

On behalf of the Durham County Board of Commissioners, I am pleased to submit this application for the FY24 Reconnecting Communities and Neighborhoods (RCN) Program for the **Durham to Roxboro Rail Trail Planning Study** and document our County's financial commitment to the study.

Durham County is seeking \$500,000 in grant funding for the Study. This grant funding will be used to conduct a planning study, focused on the feasibility, benefits, cost, and impact of developing a non-active rail corridor into a multi-use trail. This trail will provide a bicycle and pedestrian connection between the City of Roxboro, Person County, Durham County, and the City of Durham. This study will be focused on the 18 miles of trail in Durham County and will complement a feasibility study already underway in Person County. This trail will provide a high-quality bicycle and pedestrian facility through an urban and rural area that includes historically transportation disadvantaged neighborhoods and insufficient safe options.

We are confident this project will help remove a historic transportation barrier in the County and improve regional connectivity. Additionally, we anticipate that its creation will promote equity and environmental justice, greatly expand bicycle and pedestrian access, and boost equitable economic development in Durham County. We look forward to conducting a planning study to engage the community, conduct technical analyses, and make funding and implementation recommendations that will ensure that the project will produce these benefits and increase access to our historically transportation disadvantaged neighborhoods and communities.

We believe that the study should qualify for full federal funding as it includes historically transportation disadvantaged neighborhoods. However, if needed, a \$100,000 non-federal match is available provided \$33,334 from Durham County, \$33,333 from the City of Durham, and \$33,333 from the East Coast Greenway Alliance. This funding partnership between the County,

City, and a national non-profit is further evidence of the importance of this trail connection within our county and as part of a national network of trails.

I appreciate your consideration of our grant application. Should you have any questions, please do not hesitate to contact Durham County Transportation Director, Ellen Beckmann, at (984) 439-9328 or via email at ebeckmann@dconc.gov.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Howerton". The signature is fluid and includes a long, sweeping horizontal flourish at the end.

Brenda Howerton, Chair
Durham Board of County Commissioners



September 21, 2023

The Honorable Pete Buttigieg, Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Re: Statement of Commitment to Provide Non-Federal Matching Funds for the Durham to Roxboro Rail Trail Corridor Planning Study

Dear Secretary Buttigieg:

The City of Durham and Durham County jointly submitted the "Durham to Roxboro Rail Trail Corridor" project to the U.S. Department of Transportation's Reconnecting Communities and Neighborhoods Grant Program to request funds for a Planning Study. The City of Durham believes the Study should qualify for full federal funding with a 0% non-federal match commitment as it includes historically transportation disadvantaged neighborhoods that meet the definitions in the Neighborhood Access and Equity (NAE) program for economically disadvantaged communities. However, if the U.S. Department of Transportation finds that an 80%/20% cost share with 20% of the project cost being non-federal matching funds, a total \$100,000 non-federal, unencumbered matching funds are available as follows:

- \$33,333 from the City of Durham
- \$33,334 from Durham County
- \$33,333 from the East Coast Greenway Alliance

This funding partnership between the County, City, and the East Coast Greenway Alliance, a national non-profit, is further evidence of the importance of this trail connection within our region and as part of a national network of trails. The City of Durham's portion of the non-federal, unencumbered funds are committed from the City's General Fund.

We appreciate the U.S. Department of Transportation's consideration and support for this important project.

Sincerely,

A handwritten signature in blue ink that reads "Tim Flora".

Tim Flora
Director, Finance Department

CC: Wanda Page, City Manager
Keith Chadwell, Deputy City Manager
Wade Walcutt, Director Parks and Recreation

East Coast



Greenway
ALLIANCE

September 21, 2023

The Honorable Pete Buttigieg, Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

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Executive Director

Dennis Markatos-Soriano

Re: Statement of Commitment to Provide Non-Federal Matching Funds for the Durham to Roxboro Rail Trail Corridor Planning Study

Dear Secretary Buttigieg:

The City of Durham and Durham County jointly submitted the "Durham to Roxboro Rail Trail Corridor" project to the U.S. Department of Transportation's Reconnecting Communities and Neighborhoods Grant Program to request funds for a Planning Study. The East Coast Greenway Alliance (ECGA) believes the Study should qualify for full federal funding with a 0% non-federal match commitment as it includes historically transportation disadvantaged neighborhoods that meet the definitions in the Neighborhood Access and Equity (NAE) program for economically disadvantaged communities. However, if the U.S. Department of Transportation finds that an 80%/20% cost share with 20% of the project cost being non-federal matching funds, a total \$100,000 nonfederal, unencumbered matching funds are available as follows:

- \$33,333 from the City of Durham
- \$33,334 from Durham County
- \$33,333 from the East Coast Greenway Alliance

This funding partnership between the County, City, and the East Coast Greenway Alliance, a national non-profit, is further evidence of the importance of this trail connection within our region and as part of a national network of trails. ECGA's portion of the non-federal, unencumbered funds are committed from ECGA's discretionary planning and development funds through the Complete the Trails Fund, a program of the North Carolina Department of Natural and Cultural Resources.



East Coast



Greenway
ALLIANCE

We appreciate the U.S. Department of Transportation's consideration and support for this important project.

Sincerely,

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Dennis Markatos-Soriano
Executive Director
East Coast Greenway Alliance

Andrew Meeker
North Carolina Manager
East Coast Greenway Alliance

