



# NC Capital Area Metropolitan Planning Organization

## Staff Report

One City Plaza  
421 Fayetteville Street  
Suite 203  
Raleigh, NC 27601

**Agenda Date: 1/19/2022**  
**To: Executive B**

**Agenda Item:**

### Memorandum of Understanding (MOU) for Joint Procurement of On-Call Transit Planning/Engineering Services

Bret Martin, CAMPO Staff

In 2016, CAMPO, GoTriangle, and the City of Raleigh collectively launched a solicitation for on-call transit planning services to be used by those parties for Wake County Transit Plan implementation studies, plans, assessments, and other activities. The overall procurement process was led and managed by CAMPO staff with participants from each of the other procurement parties contributing to the identification of scope activities to be solicited and the selection of consultants. This solicitation resulted in an on-call list of consultants that was originally intended to kick start the implementation planning activities that needed to be completed with the adoption and successful funding of the Wake County Transit Plan, including the Fixed Guideway Corridors Major Investment Study (MIS), Wake Bus Plan, Community Funding Area Program Management Plan, Wake Transit Staffing Plan, and Public Engagement Strategy/Policy. The on-call list was also subsequently used by the same procurement parties for a myriad of other program- and project-level planning needs and proved to be very beneficial for those involved because of its convenience and the continuity it established with the consulting firms engaged. This original solicitation covered FYs 2017-2021 and expired on June 30, 2021.

In cooperation with the same joint procurement parties, as well as with the Town of Cary as an additional party, CAMPO staff is planning to launch a new on-call solicitation for transit planning, engineering, management, and financial services this winter that can be used for the next five years (FYs 22-26). CAMPO staff extended an invitation to all other agencies/municipalities in Wake County for them to consider participation in the procurement process for these services. Aside from the parties already mentioned, all other agencies/municipalities declined to participate.

CAMPO, GoTriangle, the City of Raleigh, and the Town of Cary desire to enter into a Memorandum of Understanding (MOU) to institutionalize the roles and responsibilities of each procuring party in a joint solicitation of professional services. This MOU is provided as **Attachment 1**. This MOU is intended to supplant an existing interlocal agreement among CAMPO, the City of Raleigh, and GoTriangle that was executed in early 2017 to institutionalize roles and responsibilities for the last joint solicitation/procurement. The original interlocal agreement is provided as **Attachment 2**.

This original interlocal agreement no longer serves the needs of the parties to accomplish their goals related the procurement of on-call professional services. Because the original interlocal agreement is still active, and there would otherwise be an overlap between the scope of the interlocal agreement and a new executed MOU, two (2) of the three (3) parties to the interlocal agreement will need to withdraw from that agreement to terminate its effect. In addition to approving participation in the new MOU, CAMPO staff is proposing that the Executive Board take action to withdraw from the original interlocal agreement as one of these two (2) withdrawing parties.

**Requested Action:** 1) Approve CAMPO's withdrawal from the interlocal agreement represented as **Attachment 2** to this staff report, and 2) Approve CAMPO's participation in the MOU represented as **Attachment 1**, pending final administrative review, and 3) Authorize the Executive Director to sign the MOU on behalf of CAMPO.

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