

**INTERLOCAL AGREEMENT FOR APEX PLEASANT PARK ACCESS STUDY BETWEEN
THE**

TOWN OF APEX

and the

**CAPITAL AREA METROPOLITAN
PLANNING ORGANIZATION (CAMPO)**

THIS INTERLOCAL AGREEMENT (“Agreement”), is made and entered into on the last date executed below by and between the Town of Apex, a N.C. municipal corporation, (“Apex”) and the Capital Area Metropolitan Planning Organization, a metropolitan transportation planning organization, (“CAMPO”) (collectively, the “Parties”).

BACKGROUND AND RECITALS:

WHEREAS, the U.S. Congress has mandated the establishment of Metropolitan Planning Organizations (MPOs) to encourage and promote the safe and efficient management and operation of surface transportation systems. 23 U.S.C. § 134 (a) (1)-(2), to wit:

“(a) Policy.-It is in the national interest-

(1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight, foster economic growth and development within and between States and urbanized areas better connect housing and employment, and take into consideration resiliency needs while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and

(2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).”

23 U.S.C. § 134 (a) (1)-(2)

WHEREAS, CAMPO has been established and exists under the authority and mandate of Article 16 of Chapter 136 of the North Carolina General Statutes; and

WHEREAS, pursuant to the above referenced federal and State laws, CAMPO has the authority and responsibility for development of multi-modal transportation plans (including plans for pedestrian and pedestrian transportation facilities); and

WHEREAS, CAMPO will enter into a contract with Vanasse Hangen Brustlin, Inc. (“Consultant”), in partnership with the Town of Apex to perform an Apex Pleasant Park Access Study (or the “Study”) with a view toward identifying one or more preferred alternatives to facilitate additional multimodal connection to Pleasant Park through a comprehensive analysis of up to five alternatives.

WHEREAS, the Apex Pleasant Park Access Study contract will be entered into for FY 26 and FY27 and submitted in final form to CAMPO and the Town of Apex; and

WHEREAS, the Apex Pleasant Park Access Study will develop feasible alternatives to achieve additional access into Pleasant Park in Apex, NC (“Park”). The study will include planning level cost estimates, stakeholder engagement, and a recommended implementation strategy; and

WHEREAS, the Town of Apex and CAMPO have made funding commitments to the Study, and they desire to formally acknowledge their respective funding commitments and assignment of coordination and implementation responsibility to CAMPO.

NOW, THEREFORE, for the consideration set forth herein, the mutual agreements set forth below, and other good and valuable considerations, the Parties agree as follows:

I. BACKGROUND AND PURPOSE.

The Parties acknowledge their mutual support for continued planning, project management, and related work for the Study. To this end, the Parties desire to affirm their respective financial and other commitments to the Study.

II. APEX PLEASANT PARK ACCESS STUDY SCOPE

The Parties acknowledge and agree that the Apex Pleasant Park Access Study contract entered into between Consultant and CAMPO should include the work elements set forth below.

The Consultant’s fee for the Study shall be the sum of one hundred fifty thousand dollars (\$150,000.00). This cost will cover 100% of the Study’s elements, including the following:

To study the feasibility of improving multimodal access to the park by way of an additional access point(s), the MPO seeks the following tasks to be performed by a professional consultant or firm. The consultant will evaluate up to five (5) potential multimodal access alternatives, with the intent of identifying a single recommended connection or series of connections for further analysis.

Tasks and Outcomes expected under this project include:

- Preparing a detailed work plan and schedule, including a specific public and stakeholder engagement plan, to guide project implementation and administration.
- Refining a study area in coordination with the client and consultant team.
- Reviewing relevant plans such as, but not limited to, the Western Big Branch Area Plan, the Apex Transportation Plan, Peak Plan 2055 (currently underway), the CAMPO Blueprint for Safety (multimodal safety design elements), the 2055 Metropolitan Transportation Plan (MTP), and any relevant NCDOT requirements.
- Coordinating regular meetings with a Core Technical Team (CTT) comprised of staff from CAMPO, the Town of Apex, NCDOT Turnpike Authority, NCDOT Division 5, and railroad stakeholders. The consultant will prepare meeting agendas, summaries, and materials for all CTT meetings.
- Coordinating with Wake County and Holly Springs staff as project stakeholders.
- Defining the purpose and need for the project
- Identifying and analyzing up to five potential new access connections to the park (see Figure 1), and evaluating their ability to address the defined purpose and need.
- Considering factors such as current and projected traffic volumes, the park master plan, study area geography, conceptual planning-level design, multimodal safety, environmental features, property acquisition, and other considerations as identified by the CTT.
- Supporting the narrowing of alternatives in coordination with the CTT, and preparing a planning-level cost estimate and implementation strategy for the recommended alternative(s) only. Functional or preliminary design is not expected under this scope.
- Preparing appropriate public and stakeholder engagement materials, including but not limited to flyers and handouts (digital/paper), postcard mailers, pamphlets, website and e-newsletter content, yard signs, and digital graphics. Consultants will participate in select stakeholder and/or public engagement activities to provide technical expertise, while logistics and support staffing will be primarily resourced by the client.
- Preparing all agendas and presentations, and leading two community meetings.
- Preparing and delivering presentations at two Planning Board meetings, two Town Council meetings, and up to two MPO TCC and Executive Board meetings.

This project will be guided by a CTT of staff from CAMPO, the Town of Apex, NCDOT Turnpike Authority, NCDOT Division 5, railroad stakeholders, and other key stakeholders. It is anticipated that this committee will meet monthly as needed throughout the study. The consultant project manager will also convene bi-weekly with the CAMPO project manager and Apex project administrator for project management check-ins. The consultant will be responsible for preparing and leading all meeting agendas, materials, and summaries.

Deliverables for this effort include:

- Preparation for and documentation of all project and CTT meetings.
- Agendas, meeting summaries, and materials for up to 12 CTT meetings.
- Editable engagement material files, including content suitable for social media, web postings, email communications, in-person events, and other outreach methods.
- Documentation of all analysis parameters used to evaluate each potential connection.
- GIS files, static and interactive maps, and all design files associated with the project.

- A planning-level cost estimate and implementation strategy for the recommended alternative(s) only.
- A final report and associated executive summary in editable formats.
- Presentation materials suitable for the Town Planning Board, Town Council, and MPO TCC and Executive Board meetings.
- Administrative documents including the project work plan and schedule, public and stakeholder engagement plan, invoices, and progress reports for billing.
- Administrative documents including project work plan and schedule, public and stakeholder engagement plan, invoices and progress reports for project billing.

The Study is summarized, and costs broke down according to category in Attachment 1: Pleasant Park Access Study Scope and Fee.

III. CAMPO AS LEAD AGENCY FOR STUDY

The Town of Apex and CAMPO acknowledge and agree that CAMPO should be the entity to coordinate and lead the Study. CAMPO acknowledges and agrees that, subject to approval by the CAMPO Executive Board, it is willing to serve as the lead agency for the Apex Pleasant Park Access Study.

CAMPO shall engage the Town of Apex throughout the Study, providing specific and sufficient opportunities to:

- Review the scope of services between CAMPO and the Consultant
- Provide data to inform the study
- Review plans for stakeholder engagement
- Review all deliverables

IV. FINANCIAL PROJECT COMMITMENTS BY THE TOWN OF APEX.

In recognition of the Study cost of \$150,000.00, the Town of Apex and CAMPO are willing to make the following funding commitments in support of planning costs identified in the Study as follows:

- Apex has budgeted the sum of seventy-five thousand dollars (\$75,000.00), to defray the costs of the Study contract.

-As approved by formal action of its Board of Directors, CAMPO agreed to commit the sum of seventy-five thousand dollars (\$75,000.00) to defray the costs of the Study contract.

V. INCORPORATION OF THE APEX PLEASANT PARK ACCESS STUDY PROJECT INTO THE UPWP

In furtherance of the Project, the Parties acknowledge that the Apex Pleasant Park Access Study has been incorporated into CAMPO's adopted *FY26 Unified Planning Work Program ("UPWP")*. CAMPO

shall accordingly take all steps necessary and appropriate to advance, support, and carry forward the Apex Pleasant Park Access Study Project.

VI. COMMUNICATIONS; CONTACTS

CAMPO will regularly communicate with the Town regarding the Apex Pleasant Park Access Study, including contracts entered into, progress made, and work performed on the specific project elements enumerated in Article II hereof. CAMPO will also ensure Apex receives a full and complete copy of the Study.

For purposes of such communications, including notices to be given under terms of this Agreement, the Parties have designated the following contact persons and/or entities:

FOR CAMPO:

Caleb Allred,
Senior Transportation Planner
One Main St. Fenton, Suite 201
Cary, NC 27511

FOR THE TOWN OF APEX:

Shannon Cox
Long Range Planning Manager
Planning Department, Town of Apex
PO Box 250
Apex, NC 27502

VII. SCOPE OF SERVICES AND RESPONSIBILITY OF PARTIES

Anticipating that a contract for the Study will be entered into between CAMPO and Consultant. it is acknowledged and agreed as follows:

A. CAMPO has ensured that a qualified firm is obtained through an equitable selection process, so that the prescribed work is properly accomplished, in a timely manner, and at a just and reasonable cost.

B. CAMPO will take appropriate steps to ensure that, with respect to the Study contract and performance of all work associated therewith, Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-

1104; and the U.S. Department of Transportation's Policies and Procedures for Major Professional or Specialized Services Contracts, will be adhered to.

C. CAMPO is responsible for the administration of all agreements, contracts, and work orders entered into or issued for the Study.

D. CAMPO and its agents shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs and financial obligations incurred under this Agreement. Further, CAMPO shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the term of this Agreement, and for three (3) years from the date of payment of the final vouchers for services or other expenses incurred by CAMPO in fulfillment of the Study. All funds received by CAMPO for, and to be applied to costs of, the Study shall be maintained in a designated project fund balance. All such funds will be held and managed in accordance with the budgeting, fiscal control, and accounting standards applicable to units of local government in North Carolina, including compliance with requirements for annual, or more frequent, audits.

VIII. FUNDING PROCEDURES

A. CAMPO shall bill Apex for a lump sum once the Consultant has completed and provided invoice(s) for \$75,000.00 of eligible Study costs by submitting an itemized invoice to the TOWN OF APEX (Apex.Invoices@apexnc.org). Proper supporting documentation shall accompany the invoice as may be required by Apex.

B. Apex shall reimburse CAMPO for the invoice within thirty (30) days of receipt of invoice by Apex.

IX. TERM OF AGREEMENT; AMENDMENT; APPOINTMENT OF PERSONNEL

A. Term. This Agreement shall be effective as of the date it is duly executed by all the Parties. Unless terminated sooner, it shall expire on June 30, 2027, or at the conclusion of the Study, whichever is earlier. This Agreement may be terminated by any party after such notice is given, upon six months' notice given in writing prior to the start of the fiscal year in which termination is effective. Notwithstanding the termination date heretofore established, the Parties' obligations to contribute to the cost of the Study shall survive the termination of this Agreement unless both Parties mutually agree to terminate the Study and its associated costs.

B. Amendments. This Agreement may be amended from time to time upon mutual consent of the respective governing bodies of the Parties expressed in writing.

C. Appointment of Personnel. It is agreed that the duly authorized officer executing this Agreement on behalf of his or her respective Party, shall designate persons to carry out the respective Party's obligations under this Agreement.

X. MISCELLANEOUS

A. Available Funds Condition. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement, and the Agreement shall automatically terminate if funds cease to be available. By executing this Agreement, the Parties acknowledge that at the time of the signing, the funds required by the terms of this Agreement are available and allocated to the Study.

B. Acknowledgment of Authority. All Parties hereby respectively confirm that the individuals executing the Agreement are authorized to execute this Agreement and to bind the respective entities to the terms contained herein. All Parties confirm they have read this Agreement, conferred with counsel, and fully understand its contents.

C. Merger and Severability. This Agreement supersedes any and all prior agreements or understandings, oral or written, among the Parties, and shall comprise the whole agreement regarding any agreements or undertakings with respect to the subject matters addressed hereunder. In the event any provision hereof shall be adjudicated to be invalid or unenforceable, in whole or in part, the remaining provisions hereof shall remain in full force and effect, and this Agreement is accordingly declared to be Severable.

D. Governing Law. This Agreement shall be interpreted under the laws of the State of North Carolina, with venue in Wake County, resolving any ambiguities and questions regarding the validity of specific provisions, so as to give maximum effect to the values and purposes sought to be set forth herein.

E. E-Verify. The Parties herein have complied with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of the Parties' knowledge, any subcontractor employed by a contractor as a part of this Agreement shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

F. IRAN DIVESTMENT ACT CERTIFICATION. The Parties herein certify that, as of the date listed below, neither is on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, et seq. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, the Parties shall not utilize in the performance of this Agreement any subcontractor that is identified on the Final Divestment List.

G. NON-DISCRIMINATION. To the extent permitted by law, the Parties hereto for themselves, their agents, officials, employees, and servants agree, with respect to the subject matter of this contract, not to discriminate in any manner based on race, color, creed, national origin, sex, age, disability, handicap, marital status, pregnancy, or sexual orientation. The Parties further agree, to the extent permitted by law, to comply with all State, Federal, and local statutes, ordinances, and regulations prohibiting discrimination, including but not limited to Title VI of the Civil Rights Act of 1964 (42 U.C.C. 2000 et seq.); the Fair Housing Act, Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); the Age Discrimination Act of 1975, as amended (42 U.S.C.6101 et seq.); Title II of the Americans with Disabilities Act of 1990; and Wake County Code of Ordinances Section 34.01.

H. Electronic Signature. Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this Agreement and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The Parties hereby consent to use electronic or digitized signatures in accordance with Apex's Electronic Signature Policy and intend to be bound by the Agreement and any related documents. If electronic signatures are used the Agreement shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

[The Remainder of This Page Intentionally Left Blank; Signatures Follow]

In witness thereof, the Parties, by their authorized agents, affix their signatures and seals this ____ day of _____, 2025.

THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION “CAMPO”

By: _____
Chris Lukasina, Executive Director

ATTEST:
By: _____
Susan A. Owens, Office Manager

TOWN OF APEX

Randal E. Vosburg, Town Manager

Date

This Instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Jon Griffin, Finance Director

Date

Attachment 1: Pleasant Park Access Study Scope and Fee

APEX PLEASANT PARK ACCESS STUDY VANASSE HANGEN BRUSTLIN, INC. and CAMPO Contract



Scope of Work for Consultant Engineering Services

CAMPO APEX PLEASANT PARK ACCESS STUDY

PROJECT PURPOSE

The purpose of this project is for the Consultant (VHB Engineering) to assist the Capital Area Metropolitan Planning Organization (CAMPO) in evaluating new access and multi-modal connectivity to Pleasant Park, as identified in the recently adopted Town of Apex's Western Big Branch Area Plan. The Consultant will develop, evaluate and make recommendations for increasing multimodal access to Pleasant Park by evaluating up to five options for new access points for feasibility. This scope of services includes approach tasks and deliverables for the following major tasks:

1. Project Management and Coordination
2. Stakeholder and Public Engagement; Core Technical Team (CTT) development and coordination
3. Existing Conditions Analysis
4. CTT Project Area Virtual Tour and Visioning Session
5. Develop and Evaluate Alternatives
6. Cost Estimates
7. Implementation Strategy
8. Final Report

1. PROJECT MANAGEMENT

1.1 KICK-OFF MEETING

VHB will begin the project by facilitating a kick-off meeting with the Project Team, comprised of CAMPO staff, Town of Apex representative(s), and key VHB task leads. VHB will work with CAMPO to schedule this administrative kick off meeting promptly. This meeting will confirm a thorough understanding of the project goals, schedule and deliverables, as well as confirm expected communication protocols and administrative processes.

During this meeting, VHB will identify expected data needs for the study and use the discussion to develop an information request to CAMPO and the Town for available information like GIS data sets and existing/available traffic information for use in the Existing Conditions Analysis.

1.2 PROJECT MANAGEMENT PLAN (PMP) AND SCHEDULE

Following the kickoff meeting, VHB will develop a Project Management Plan (PMP) outlining key milestones and deliverables as well as targeted dates of completion for them. The PMP will consist of a summary of the scope of services contained here along with a detailed schedule. The PMP and schedule will be submitted for review to CAMPO.

1.3 MONTHLY PROJECT STATUS MEETINGS

VHB will facilitate up to sixteen (16) monthly status meetings either on Microsoft Teams or in person, as determined by the CAMPO project lead and VHB project manager, throughout the period of performance. Up to four (4) additional meetings can be held when the VHB project manager and CAMPO project lead determine that additional updates and feedback are needed to move the project forward. At project status meetings, VHB will lead discussions on activities completed since the last meeting, problems encountered/anticipated and potential solutions, project schedule updates, action items, and coordination with other stakeholders. For all meetings, VHB will develop agendas and submit them one week prior to each meeting; meeting summaries will be circulated for review within one week of each status meeting and finalized within two weeks.

1.4 PROJECT MANAGEMENT AND COORDINATION

The VHB Project Manager will regularly inform the Project Team of the ongoing schedule and plan development, and prepare written progress reports with each invoice (submitted monthly, to be confirmed at the kickoff meeting).

VHB Deliverables:

- Project kickoff meeting
- Project Management Plan (PMP), including milestone deliverables schedule
- Monthly Project Status Meetings (up to 20) and associated agendas and meeting summaries
 - 3 VHB staff members at each meeting with additional SME/task leads included as needed at various project phases
- Ongoing project coordination and contract administration
 - Monthly invoices and progress reports

2. PUBLIC AND STAKEHOLDER ENGAGEMENT

2.1 DEVELOP ENGAGEMENT PLAN

VHB will document the expected engagement activities for general public outreach (2.2), the Core Technical Team (CTT) (2.3), and stakeholders (2.4) to be undertaken in support of this project in an Engagement Plan (EP). The EP will include the goals and phases of the engagement for this study, a table of events and associated details (event name, purpose, advertising plan, schedule, roles and responsibilities before and at the event). The EP will also explain how VHB will gather, track and manage any public comments received. Finally, it will include performance measures to help assess the efficacy of any engagement events.

While the EP will refine details and logistics about the outreach activities, for the purpose of overall scope and fee, the following assumptions can be made about the level of effort and deliverables for outreach activities:

- Public Engagement will include two (2) rounds of outreach, each including a community meeting. The phases will be focused on the following milestones:
 - Round 1: Review of existing conditions, visioning, and establishing performance measures
 - Round 2: Presentation of improvement concepts and prioritization
- All engagement and outreach materials will be developed by consultant, with up to two (2) reviews before public distribution. Materials can range from project website content to

presentations to in-person meeting displays, etc. Materials for each outreach effort will be further described in the EP.

- Major public facing materials will be translated into Spanish by consultant.
- The events to be facilitated by VHB during each round of engagement include:
 - Community Open House
 - Summary presentation at one meeting each of Apex Planning Board, Apex Town Council, CAMPO TCC and CAMPO Executive Board. The same presentation will be used at each meeting.
 - Tabling at community events (materials only)

2.2 GENERAL PUBLIC OUTREACH

To engage the general public, our team will facilitate two (2) rounds of public outreach alongside the Project Team and CTT. We will build upon the Summer 2023 public engagement conducted for the Western Big Branch Area Plan, ensuring that the project direction is in line with the ideas and plan amendments approved with that study adoption.

2.2.1 PROJECT WEBSITE/DIGITAL MEDIA

VHB will develop content and provide it to CAMPO/Town of Apex for a project website to be built/hosted by CAMPO/Town of Apex (such as publicinput.com). This content can also be used on the Town's projects page for additional exposure. The website will include project information to be updated after each round of public outreach; it should also include an option for visitors to sign up for an email notification list for project updates. If given admin access to the website, VHB will track web traffic, email subscribers and submitted comments.

VHB will also design a yard sign advertising the study and providing a QR code to the project website. The Town of Apex will produce the hard copies of the yard sign for placing at the park or other locations.

2.2.2 PUBLIC OUTREACH ROUND 1

The first round of public outreach will focus on presenting a review of existing conditions, discussing visioning, and establishing performance measures for evaluating improvement alternatives. VHB will develop a program for an open-house style community meeting, including a project information station, a visioning station, a performance measure station, and a comment station. Materials can include up to six (6) large format boards to present information and/or facilitate interactive discussion and use of the virtual site visit video developed for Task 4. At least one station will include an interactive activity, such as a voting exercise, to solicit feedback. Advertisement by VHB for the meeting will include a postcard mailing to surrounding residents (up to 300 mailers); the area receiving mailers will be discussed among the project team and a corresponding address list will be provided to VHB by the Town of Apex. Additional means of advertising can be conducted at the discretion of and execution by CAMPO/Town of Apex.

VHB will provide:

- Postcard/mailer with community meeting information and QR code for the project website, printed and mailed (up to 300 copies) along with digital copies for distribution
- Up to four (4) team members to facilitate the 2-hour community event, as well as set up and tear down
- Up to six (6) large format information boards
- Meeting logistics plan
- Facilitator handout

- Sign-in sheets and comment forms
- Engagement summary, to date, including a comments received and response summary from the event.

It is expected that CAMPO and/or the Town of Apex will coordinate and provide:

- Meeting location (assumed to be at a Town facility) with A/V capability
- Supplemental staff to assist with meeting facilitation
- QR code to access project website and/or digital comment form
- Printing/reproduction of materials beyond those already noted or for use at other events

2.2.3 PUBLIC OUTREACH ROUND 2

The second round of public outreach will focus on presenting the conceptual access improvement alternatives and soliciting feedback on how the public prioritizes them for implementation. VHB will develop a program for an open-house style community meeting, including a review project information station, a conceptual design station, a prioritization station and a comment station. Materials can include up to eight (8) large format boards to present information and/or facilitate interactive discussion. At least one station will include an interactive activity to solicit feedback. Advertisement by VHB for the meeting will include an email blast to all emails collected for the project through prior engagement (website subscribers, meeting sign-ins). Additional means of advertising can be conducted at the discretion of and execution by CAMPO/Town of Apex.

VHB will provide:

- Text for email blast advertising the community meeting
- Up to four (4) team members to facilitate the 2-hour community event, as well as set up and tear down
- Up to eight (8) large format information boards
- Meeting logistics plan
- Facilitator handout
- Sign-in sheets and comment forms
- Engagement summary, to date, including a comments received and response summary from the event.
- Summary presentation at one meeting each of Apex Planning Board, Apex Town Council, CAMPO TCC and CAMPO Executive Board. The same presentation will be used at each meeting.

It is expected that CAMPO and/or the Town of Apex will coordinate and provide:

- Meeting location (assumed to be at a Town facility) with A/V capability
- Supplemental staff to assist with meeting facilitation
- QR code to access project website and/or digital comment form
- Printing/reproduction of materials beyond those already noted or for use at other events

2.2.4 TABLING AT COMMUNITY EVENTS

VHB will tailor and repackage materials developed for the community open house meetings for use at up to three (3) other community events. VHB will provide digital materials for reproduction; CAMPO/Town of Apex will provide staff for the tabling events.

2.3 STAKEHOLDER ENGAGEMENT

2.3.1 CORE TECHNICAL TEAM (CTT)

The CTT is an important element of the project as it is intended to establish early concurrence about potential improvements among key transportation decision makers. VHB will collaborate with the Project Team to establish specific contacts within appropriate agencies or applicable entities and invite them to be a part of the CTT. In addition to CAMPO, the CTT is expected to be comprised of representatives from the Town of Apex (Planning; Transportation and Infrastructure Development; Parks, Recreation, and Cultural Resources; Fire; and Police), NCDOT Division 5, NC Turnpike Authority, and CSX Railroad through NCDOT Rail Division.

The VHB team will conduct up to twelve (12) monthly meetings to inform the CTT members on study progress and solicit feedback on the project direction throughout the duration of the study.

In addition to the status meetings, a CTT Project Area Virtual Tour and Visioning Workshop will be conducted with this group; that task is detailed in Section 4.

2.3.2 GENERAL STAKEHOLDER TARGETS

In addition to the CTT, VHB will conduct up to 2 meetings for general coordination and information sharing with a group of stakeholders that will benefit from knowing about the study and can offer feedback on how the project may interact with other plans and projects under their purview. This group is expected to include planning and transportation staff from both Wake County and Holly Springs, but this list can be expanded as necessary during the project kickoff and CTT discussions. These stakeholders will also be invited to the CTT workshop detailed in Section 4.

All deliverables will be submitted to the project team for up to two (2) rounds of review/comments prior to distribution to stakeholders or for public use.

VHB Deliverables:

- Engagement Plan (EP) document
- Public and stakeholder engagement materials, to support the website, community open house meetings, and public advertisement of the study as indicated above, including website content, postcard mailer, yard sign design, and meeting information boards.
- CTT member list; up to 12 monthly status meetings, including agendas and summaries
- Stakeholder Target list; up to 2 information exchange meetings, including agendas and summaries

3. EXISTING CONDITIONS ANALYSIS

The initial task for this project will be to gather, review and evaluate existing conditions data. After establishing a study area for the project, in coordination with the Town, VHB will conduct the following tasks:

3.1 REVIEW OF RELEVANT PLANS AND STUDIES

VHB will review adopted transportation plans (include ped/bike and transit plans) pertinent to the study area; if plans are in process of updates, CAMPO/Apex will provide those to VHB as appropriate. Our team will also research and review adjacent project plans, including roadway projects and private developments such as phases of Veridea.

3.2 DATA COLLECTION

VHB will gather data to support the Existing Conditions Analysis. This will be a combination of data requests from nearby municipalities, downloads of publicly available data and incorporation of any CAMPO or Town provided data.

3.2.1 EXISTING DATA REQUESTS

Data, presumed to be available and to be requested includes:

- Available traffic data, including any available pedestrian and bicycle counts in or around the study area (VHB to request from NCDOT, Town to provide)
- Land use/interactive development information
- Crash data (VHB to request from NCDOT)
- Available GIS data related to the natural and human environment, using a combination of the NCDOT ATLAS platform and other GIS databases.

3.2.2 O/D TRAFFIC ANALYSIS

VHB will conduct an origin/destination analysis for existing trips to/from the park using Streetlight or similar data. It is assumed that VHB will be granted access to this data via NCDOT. If VHB is not allowed this access, we will develop an information request detailing the information needed for the analysis that CAMPO can submit to NCDOT to obtain the needed data. The O/D analysis results can be used in evaluating/prioritizing improvement alternatives.

3.3 ENVIRONMENTAL SCREENING

Using the data collected in Task 3.1, VHB will develop an environmental screening map to evaluate potential environmental fatal flaws or overall risks for the project implementation within the study area. Areas of review will include but are not limited to natural resources, cultural resources, area demographics, hazardous materials, and protected/managed lands.

3.4 FIELD VISIT(S)

The project team will conduct a site visit needed to ground check the gathered existing conditions data; detailed surveys of natural resources are not included in this scope of work. Field visits will be conducted for the following discipline specific teams:

- Natural Resources or Structures (1 person)
- Environmental Planning (2 people)
- Roadway Design (2 people)

Effort will be made to coordinate a single site visit with all disciplines represented. VHB will coordinate with the Project Team such that CAMPO and Town staff can attend.

3.5 EXISTING CONDITIONS TECHNICAL MEMORANDUM

VHB will summarize the existing conditions inventory into a Technical Memorandum for approval by CAMPO to document findings from Tasks 3.1-3.4. A summary of this memo will be included in the final Access Study Report.

VHB Deliverables:

- Data/information requests to various sources, including CAMPO and the Town of Apex
- Environmental screening map, to be discussed and approved at a project team meeting from Task 1.

- Field Visit(s)
- Draft Existing Conditions Technical Memorandum (2 revision submittals)
- Final Existing Conditions Technical Memorandum

4. CTT PROJECT AREA VIRTUAL TOUR AND VISIONING WORKSHOP

One of the early CTT meetings will comprise of an in-person project area virtual tour and visioning workshop to align members of the CTT on the vision for access to Pleasant Park, the purpose and methodology for this study, and how the outcomes/recommendations could be used for decision making in the future. VHB will facilitate this workshop by:

- Using a combination of site photos, aerial mapping and drone footage, VHB will deliver a virtual tour of the project study area and surrounding vicinity.
- Present up to five (5) conceptual alternatives, including those already described in the RFP (“line on a map” level of detail) to initiate conversations
- Facilitate a discussion to establish access priorities (users, origins/destinations, etc)
- Up to 4 printed boards/visuals to encourage discussion and interaction

As noted in Section 2, all materials for the workshop will be developed by the consultant, with up to two (2) reviews before use. It is assumed that a meeting location with A/V capability will be provided by the Town of Apex.

VHB Deliverables:

- Virtual Site Visit video
- Visioning Workshop materials, facilitation, and summary

5. DEVELOP AND EVALUATE ALTERNATIVES

5.1 DOCUMENT PERFORMANCE MEASURES

VHB will utilize information gathered through the existing conditions analysis and stakeholder meetings to identify performance measures on which to evaluate the effectiveness of potential access improvement concepts. These measures may include environmental impacts, multimodal connectivity, constructability, and cost and funding sources, among others to be decided on by the Project Team and the CTT. These parameters will be quantifiable in such a way as to be useful in project scoring/ranking during the evaluation phase.

5.2 PLANNING-LEVEL DESIGN CRITERIA AND TYPICAL SECTION

Planning-level design criteria assumptions and typical sections for the proposed access improvement projects will be described with tables and cross-section visual(s). As part of identifying the appropriate design criteria, Town of Apex design criteria; federal and state guidance such as the NCDOT’s Roadway Design Manual and NCDOT Structures Management Unit Manual; the Manual on Uniform Traffic Control Devices (MUTCD); and the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, as well as the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities will be consulted.

5.3 DEVELOPMENT OF CONCEPTUAL DESIGNS

VHB will utilize information gathered through the existing conditions analysis, public engagement, and stakeholder meetings to identify five (5) potential access improvement options. A description of opportunities and constraints associated with each alternative will be summarized; VHB will facilitate a discussion on these concepts and potential refinements at a CTT meeting, prior to producing any conceptual designs.

VHB will then prepare CAD based conceptual designs (transferable to GIS for deliverables) for the 5 project options based on the CTT feedback. The conceptual designs will constitute 10% design, with enough detail to establish a project impact area for resource impact estimation, to conduct a constructability review and develop an opinion of probable cost for each.

5.4 EVALUATE ALTERNATIVES

Once the conceptual designs are acceptable to the Project Team (2 rounds of comments/revisions), VHB will evaluate each alternative based on the documented performance measures from Task 5.1. This quantitative exercise will help to summarize the opportunities and constraints associated with each alternative and assist in the improvement project prioritization and implementation process.

VHB Deliverables:

- One page fact sheet for each of the five (5) potential access improvement options, including opportunities and constraints.
- One (1) CAD based conceptual design for the five (5) project options at 10% design; five (5) CAD files total.

6. COST ESTIMATING

VHB will prepare planning-level estimates for each access improvement project. Accurate and robust estimates in the early stages of design ensure that proper funding can be allocated for construction and implementation of the developed improvement projects. These estimates will include anticipated costs associated with the construction of the improvement projects. Input from major disciplines, such as hydraulics and structures, will be considered to ensure that the estimate accurately reflects the magnitude of each improvement project. Planning-level right of way and utility estimates will also be included in the estimates.

VHB will compile all this information into a preliminary estimate form for each improvement project to submit to the CAMPO.

VHB Deliverables:

- Planning-level cost estimates for up to 5 conceptually designed access improvement projects

7. FEASIBILITY STUDY REPORT

7.1 DRAFT FEASIBILITY STUDY REPORT

VHB will prepare a Feasibility Study report documenting the purpose and need for the project, methodology, analysis, alternatives, engagement efforts and recommendations of the study. In close cooperation with the Project Team, VHB will include an implementation plan that outlines our recommendations; designates potential funding sources; lists regional and local partners (both public and

private); and notes significant contingencies. The draft report will be available for comments from CAMPO staff (assumed 2 rounds of comments and revisions).

7.2 FINAL FEASIBILITY STUDY REPORT

After all comments are resolved, a final report will be issued in PDF format, with supporting documents provided in their original file types (e.g. Word, Excel, PowerPoint files). The report will include text and graphics to convey the outcome and recommended path forward toward the implementation of the access improvement projects.

7.3 REPORT PRESENTATION

VHB will develop a PowerPoint presentation summarizing the study process, conceptual access improvement projects, and the recommendations and strategies for moving the projects forward through subsequent phases.

VHB Deliverables:

- Draft Feasibility Study report (2 revision submittals)
- Final Feasibility Study report
- Summary presentation at one meeting each of Apex Planning Board, Apex Town Council, CAMPO TCC and CAMPO Executive Board. The same presentation will be used at each meeting.
- Digital file copies for supporting the final report and associated maps, map files usable with ESRI products , MS Word, and PDF files.

CAMPO Apex Pleasant Park Access Study prepared by VHB 1/20/26		VHB											Task Hours	Task Budget
		Project Manager	QA/QC Manager	Senior Planner	Senior Planner	Project Planner	Project Planner	Senior Engineer - Design	Project Engineer - Design	Senior Engineer - Traffic	Senior Engineer - Structures	Drone Pilot/Visualization Specialist		
TASK DESCRIPTION		L.Triebert	T. Goins	L. Blackburn	J. Powell	J. Honey	J. Wiswell	J. Townsend	R. Sargent	A. Topp	J. Wilson	D. Hinnant		
Base Rate		\$77.32	\$101.86	\$79.11	\$44.96	\$57.70	\$33.66	\$80.99	\$52.64	\$86.54	\$72.12	\$55.71		
Project Management														\$ 10,889.31
Kick-Off Meeting		4.00	1.00		1.00		1.00		1.00		1.00		10	\$ 670.23
Project Management Plan and Schedule		4.00	1.00										5	\$ 411.14
Monthly Project Status Meetings (16 months)		24.00	4.00	4.00	4.00		32.00		8.00	4.00	2.00	2.00	84	\$ 4,859.46
Project Management and Coordination		64.00											64	\$ 4,948.48
Stakeholder and Public Engagement														\$ 14,439.33
Develop Engagement Plan		2.00			8.00								10	\$ 514.32
General Public Outreach														
Project website content, tracking; 2 updates		3.00			3.00		6.00						12	\$ 568.80
Public Outreach Round 1		18.00			12.00		38.00		8.00				76	\$ 3,631.48
Public Outreach Round 2		18.00			12.00		38.00		8.00				12.00	\$ 4,300.00
Summary Presentation (PPT + 4 meetings)		12.00					12.00		2.00				26	\$ 1,437.04
Materials for Tabling Events		3.00					9.00						12	\$ 534.90
Stakeholder Engagement														\$ -
Establish CTT Members/Facilitate Monthly Meetings		25.00			4.00		24.00						53	\$ 2,920.68
Establish Stakeholder Targets/Information Exchange Meetings		3.25			4.00		3.00						10	\$ 532.11
Existing Conditions Analysis														\$ 6,405.42
Review of Relevant Plans and Studies		1.00					2.00	4.00					7	\$ 327.36
Data Collection														\$ -
Existing Data Requests		2.00					2.00	6.00					10	\$ 472.00
O/D Traffic Analysis		4.00						4.00					20	\$ 1,482.40
Environmental Screening		2.00						12.00					14	\$ 558.56
Field Visits		4.00						8.00		4.00	4.00	4.00	24	\$ 1,423.76
Existing Conditions Tech Memo		8.00		2.00				24.00		4.00	4.00		42	\$ 2,141.34
CTT Project Area Virtual Tour and Visioning Workshop		16.00	2.00		12.00		20.00		20.00				32.00	\$ 5,489.08
Develop and Evaluate Alternatives														\$ 6,653.86
Document Performance Measures		2.00	1.00				2.00	4.00		2.00			11	\$ 611.82
Planning-Level Design Criteria and Typical Sections		1.00	1.00							10.00			12	\$ 705.58
Development of Conceptual Designs		4.00		5.00				10.00	40.00	5.00	5.00		69	\$ 4,413.63
Evaluate Alternatives		2.00	2.50	2.00			2.00	4.00		2.00			15	\$ 922.83
Cost Estimating		5.00	2.50	2.00			4.00			10.00		2.00	26	\$ 1,700.91
Feasibility Study Report														\$ 4,477.98
Draft Feasibility Study Report		12.00	2.00					24.00		4.00			42	\$ 2,149.96
Final Feasibility Study Report		4.00	1.00					8.00		4.00			17	\$ 890.98
Report Presentation (PPT + 4 meetings)		12.00						12.00		2.00			26	\$ 1,437.04
Total Staff Hours		259	18	15	60	12	293	10	129	29	14	47	886	
Payroll Sub-Total		\$ 20,045.21	\$ 1,833.48	\$ 1,186.65	\$ 2,697.60	\$ 692.40	\$ 9,862.38	\$ 809.90	\$ 6,790.56	\$ 2,509.66	\$ 1,009.68	\$ 2,618.37		\$ 50,055.89
Total Payroll Burden														\$ 50,055.89
Audited OH rate (167.23%)														\$ 83,708.46
Sub-total (Payroll + OH)														\$ 133,764.35
Comparative Fee (9%)														\$ 12,038.79
Cost of Capital (0.61%)														\$ 305.34
VHB Labor Cost SubTotal														\$ 146,108.49
Direct Expenses		-	-	-	-	-	-	-	-	-	-	-		\$ 3,502.38
Grand Total														\$ 149,610.87