

May 10, 2019

**Greater Triangle Commuter Rail Project Management Committee****I. Purpose**

The purpose of this Commuter Rail Project Management Committee (PMC) is to support the continued development of a viable commuter rail system on the North Carolina Railroad corridor<sup>1</sup> to serve the greater multi-county Triangle region. The PMC will assist in the formation of the commuter rail project that can effectively function with appropriate infrastructure in a shared corridor with existing and future freight (Norfolk Southern & CSX) and passenger (Amtrak) trains and is cost-beneficial to the citizens of the region.

**II. Structure**

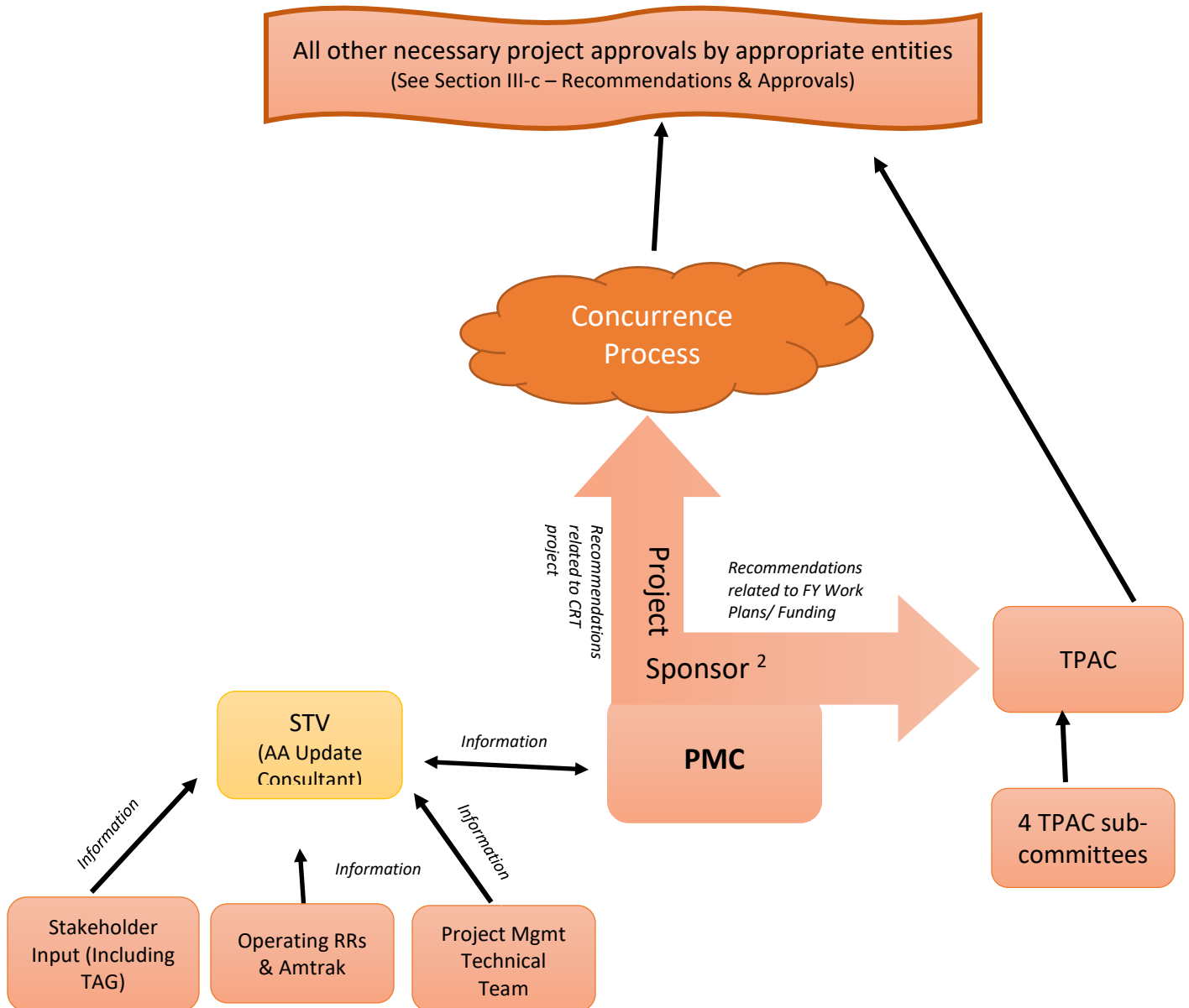
The Commuter Rail Project Management Committee (PMC) will consist of a representative from Wake County, Durham County, Go Triangle, North Carolina Railroad Company (NCRR), Research Triangle Foundation, the Capital Area Metropolitan Planning Organization (CAMPO), and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization. The PMC may agree to add members from other counties and/or transportation planning entities if appropriate. The PMC is intended to be incorporated into the Wake & Durham Transit Plans planning and implementation structure as illustrated on the following page.

The PMC will form recommendations based on the requirements of its members, analysis by consultants, discussions with a Project Management Technical Team (which consists of members of the PMC or staff of PMC members), and input from stakeholders including local governments and counties in potential surrounding service areas, the State of North Carolina Department of Transportation, chambers of commerce, business leaders, community representatives, and the general public. As part of gathering stakeholder input, a Technical Advisory Group will be formed to include local/municipal governments along the corridor.

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<sup>1</sup> Please note that should parties desire to pursue a commuter rail plan off the NCRR corridor (using a Norfolk Southern or CSX owned rail line), this PMC, as defined herein, would not be directly involved in those planning efforts, but creation of a similar entity with the appropriate railroad-owner involvement should be considered.

<sup>2</sup> The Project Sponsor is responsible for representing the PMC's decisions and recommendations through the Concurrence Process, to the TPAC, and for project delivery.



### III. Project Oversight Process

#### a. Tasks

##### i. Update of Alternatives Analysis & Further Study

The “Update of Alternatives Analysis & Further Study” will be managed by the Project Sponsor under the direction of the PMC. The PMC will select the consultant to perform the Alternatives Analysis and will meet with the consultant as needed but generally not less than monthly. The selected consultant will perform the necessary

work required to update the Alternatives Analysis as well as further study as included in the final contracted scope of work. As described above, the PMC and the Project Management Technical Team, through the consultant and Project Sponsor, will also share information and receive input from a Technical Advisory Group and other stakeholders during the study. The study will also include coordination with Norfolk Southern and CSX Transportation.

During the update of the Alternatives Analysis, the PMC's administrative needs (scheduling meetings, preparing agendas, maintaining meeting notes, following up on action items, etc.) will be handled by the selected consultant as part of the consultant's responsibilities. All information prepared by the consultant will be provided directly to the designated PMC members for approval prior to any external distributions unless otherwise directed by the PMC members.

As part of the Alternatives Analysis, the consultant will develop a public engagement plan that will be approved by the PMC prior to presentation and implementation. (See also Communications below.)

## **ii. Future Work**

It is anticipated that further studies, project development, design, and implementation of the project will be addressed by the PMC using the same processes set forth herein with the Project Sponsor at the time that future work is programmed in the respective county transit work plans.

## **b. Communications**

The PMC will use its best efforts to coordinate interactions with the media related to commuter rail planning in the NCRR corridor. As a professional courtesy, whenever possible, PMC member organizations will share draft news releases with the other PMC members when such releases relate to this commuter rail plan so that PMC members may review references to their respective organizations' roles in the project. Likewise, if any media statements related to the commuter rail plan are made by PMC member organizations, PMC members will make the other PMC members aware of such statements.

The PMC may approve standard descriptions or other statements in order to ensure consistency of information, a unified message, and to prevent the use of inaccurate descriptions of the project or project status.

Consultants (for the Alternatives Analysis and any future project development or design work associated with a commuter rail project on the North Carolina Railroad corridor) will not respond to the media unless requested to do so by the PMC. Media questions or inquiries received by the consultant or the Project Sponsor will be shared with the PMC for coordination of a response. It is the understanding of the PMC that the project sponsor, working with the consultant, will be the lead for public engagement communications, but will

work to ensure appropriate coordination amongst all PMC members for public engagement efforts and related media communications.

**c. Recommendations & Approvals**

The PMC will endeavor to work toward reaching unanimous consensus on all recommendations. The PMC will work collaboratively with its members and with the members of the Project Management Technical Team, with input from the Technical Advisory Group and other stakeholders, to advance recommendations.

Recommendations by the PMC will proceed to the Wake Transit Concurrence Process and then advance for all other necessary approvals by the funding partners, MPOs, counties, and railroad property owner, as applicable.

Any PMC recommendations regarding expenditure of any public funds or use of public resources shall be approved in accordance with the Wake Transit Governance Interlocal Agreement (ILA), Interlocal Implementation Agreement for Durham County Transit Plan, and any other applicable approvals. Accordingly, recommendations that involve programming of funds that are shared between county-respective transit plans shall require approval of a cost-share arrangement as contemplated in the Agreement Setting Forth the Mutual Understanding of the Parties as to the Scope and Content of the Financial Plan.

Any recommended expenditure of funds from PMC member(s) shall be approved in accordance with their respective processes.

As a member of the PMC, and the owner of the railroad corridor designated for commuter rail service, the North Carolina Railroad Company will work to provide its requirements with respect to project sponsors, studies, infrastructure, operating plans, designs, system plans, and any decisions or recommendations relating to potential commuter rail utilizing the NCRR rail line and shall include advice and input of Norfolk Southern (and CSX as applicable). NCRR, as the property owner, and Norfolk Southern, as the operating railroad, must approve all preliminary and final plans for use of the NCRR corridor for commuter rail and, at the appropriate time, capital improvement agreements, operating agreements, leases, and any other agreements must be developed and agreed upon before project implementation begins.