



# TIP Call for Projects Application Draft Review

## DRAFT COPY - NOT AN OFFICAL APPLICATION

This is a draft copy of a TIP Call for Projects application. This application is not an official submission.

If you have any questions regarding your application, please contact us at [tip@h-gac.com](mailto:tip@h-gac.com).

### Project Information

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**Project Title**

Administration & Operations Facility

**Primary Agency**

Fort Bend County

**Date Submitted**

### Project Narrative

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**Describe the primary problems to be addressed by the project (Project Need).*****1000 characters max***

Fort Bend County's Public Transportation Department (FBCPT) was officially formed in 2005 and placed in an office within an existing County department. FBCPT has since moved 3 times to accommodate growth and is currently at capacity with no space for growth, yet again. The County's transit operations are currently carried out in four different locations: one for administration and some operations, another for bus operators and fleet, a third location for maintenance, and a fourth for fueling. Transit operations from multiple locations present several factors that affect daily costs of operations and prevent efficient use of equipment and staff. The Eldridge location where buses are stored and fleet pull out from is too small to handle parking for the fleet, drivers and operations staff. Several staff members are dedicated to the task of moving buses around to make room at the end of the day and to make scheduled pullouts each morning. Mechanics are frequently required to move other buses to get to the vehicle they need for maintenance and to relocate other buses when a vehicle is returned. The operations office staff do not have dedicated office space and drivers have to

vehicle is returned. The operations office staff do not have dedicated office space and drivers have to pass thru the Dispatch area to get to managers and supervisors. The building has two small restrooms for a staff of over 60 employees. Due to the lack of room for employee parking at the Eldridge location, ambassador employees must park at the Emily Court (administration) offices. Consequently, buses must drive 2 miles out of the way to pick up and drop off the ambassador assigned to that route. Bus maintenance is performed in two rented warehouse bays located on Eldridge, adjacent to the Bus storage facility. Although adjacent to one another, street travel is required to get from one location to the other and buses returning to the lot must drive one mile through a residential neighborhood behind the bus facility. Moreover, the fueling station is 2.5 miles from where the buses are housed.

**Describe the primary outcome to be achieved by the project (Project Purpose).**

***1000 characters max***

Fort Bend County will construct an Administration & Operations facility for the Public Transportation Department. As envisioned, the proposed facility will consolidate all of our transit operations into one primary facility. The facility will include space to accommodate administrative, operational, traffic management activities, bus maintenance, fueling and bus storage. This project will eliminate a multitude of daily issues, improve our ability to more efficiently manage our fleet, and will be designed specifically to maintain a transit fleet including the necessary equipment and infrastructure to accommodate larger vehicles. Moreover, this project will provide Fort Bend County with the space needed for future growth in services.

**Describe the proposed improvement (Facility/Limits/Description).**

***1000 characters max***

As envisioned, the project will cover an Administration and Operations facility of approximately 19,000 square feet which includes accommodations for administrative activities, reservations, scheduling, customer service, dispatch, fare sales and collections, traffic management, and driver work/ break area; approximately 250,000 square feet for employee and bus parking; a bus wash facility of approximately 4,000 square feet; a maintenance facility for bus and service vehicle repair of approximately 26,000 square feet; a fuel site to accommodate unleaded and diesel fuels with consideration for using alternative fuels in the future. The facility will be located on a tract of land near the Fort Bend County Fairgrounds already owned by the County.

**Describe any alternatives to the proposed improvement which have been considered or will be evaluated.**

***2000 characters max***

Fort Bend County has evaluated several alternative options for solving the logistical and capacity related issues we are currently facing. The site selection analysis included consideration of two shared use facilities with TxDOT, other County facilities, and leases from the private sector. The TxDOT facility located on SH6 and Voss Rd was initially available, but during the course of the review, TxDOT reconfigured use of the site for their own needs. In Rosenberg, TxDOT also has a facility that had previously been used for maintenance activities. Utility access, substantial building improvements and no room for additional growth eliminated this facility. The County's Rosenberg Annex and Rosenberg Drainage facility had adequate bus storage needs for the current fleet, but no room for growth and no accommodations for vehicle maintenance (maintenance bays) or staff. Several private properties available for lease were also considered. Monthly lease costs started at \$18,000/month and most needed some level of remodeling to accommodate transit operation and maintenance activities.

## Project Development/Readiness

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**Has a scoping meeting been conducted with TxDOT or FTA?**

**Note: A brief scoping meeting will be scheduled during the application review period for any "Major Investment" project which has not already had one.**

No

**Please attach a completed scoping checklist or meeting summary.**

**What level of environmental documentation is required for the proposed project?**

Categorical Exclusion (CE)

**Which CE does the proposed project scope qualify for?**

(d)(8) Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes

**Will any permits from the Army Corps of Engineers, US Coast Guard, railroad, etc. be required before the project can be constructed?**

No

**Please describe the permits needed and the timeline anticipated to acquire them.**

**1000 characters max**

**Please provide an estimated completion date for the 30% Design/PS&E milestone.**

30/04/2014

**Will additional property, or interest in property (easement), be required to implement the project?**

No

**How many parcels or portions thereof remain to be acquired?**

**Please provide an estimated date for the completion of property acquisition necessary for construction activities to begin.**

**Has a utility evaluation been completed for the project?**

Yes

**Please describe the process for utility adjustments/relocations (entity responsible, financial responsibility, etc.).**

The project, as designed, will not require any utility adjustments/relocations. There are utilities adjacent to the project site for needed connections.

**Will the project improve or significantly affect infrastructure owned or operated by another agency?**

No

**Please describe the affect and supply evidence of support from the affected agency.**

**Evidence of Agency Support Attachment**

**Please describe previous and upcoming public involvement activities related to the proposed**

**project.**

Representatives for the general public, elderly & disabled community, and current passengers, along with various County department members and Lockwood, Andrews & Newnam (LAN) participated in the large group evaluation team for our site selection process. During the July 22, 2014 Commissioners Court meeting, LAN provided a presentation on the site selection findings and requested Court approval to move forward with environmental assessment and public comment. A copy of this presentation is attached. A public meeting is scheduled for January 15, 2015 at the Fort Bend County Fairgrounds to provide the public with more detailed information on the proposed facility and site, as well as provide an opportunity for the public to comment.

**Public Involvement Attachment**

LAN Report to CC.pdf

**Please provide any additional project development/readiness information relevant to the proposed project.**

The planning elements of this project are included in HGAC's 2014 Unified Planning Work Program, as amended 4-25-14 (page 3-7). This project was also included in the region's long range transit plan, the 2035 RTP, and is currently included in the short range plan, the 2013-2016 TIP, under MPOID#11540. Fort Bend County has completed all site selection activities and on July 22, 2014, Commissioners Court approved of the highest ranking site selected which is located near the Fort Bend County Fairgrounds. Fort Bend County is now in the final stages of environmental review for this site. Further, a preliminary scoping meeting with TxDOT was held on July 24, 2014. TxDOT representatives reviewed the site selection and project scope, discussed/determined environmental categorization, and subsequently provided a plan review estimate.

**Additional Project Development/Readiness Attachment**

## Map/Location

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**Please provide a clear and concise GIS coverage or PDF map of the proposed project.  
(\* .mpk ESRI Map Package file preferred)**

Site Map\_Layout Model 1.pdf

## Project Budget

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**Please attach a completed project budget worksheet.**

**Templates are available on the 2015 TIP Call Website**

***Uploaded files are limited to Word Documents, Excel Spreadsheets, PDFs, GIS files, and image files. File size cannot exceed 30MB.***

Project Budget - Major Invest.xlsx

**Is this application for a transit project, ITS project, or other project that would have a significant ongoing operating/maintenance cost?**

Yes

**Please attach a completed 5-year annual operating budget worksheet.**

**Templates are available on the 2015 TIP Call Website**

***Uploaded files are limited to Word Documents, Excel Spreadsheets, PDFs, GIS files, and image files. File size cannot exceed 30MB.***

Operating-Maintenance Budget.xlsx

**Are transportation development credits being requested?**

No

**Please attach a completed TDC application.**

**Templates are available on the 2015 TIP Call Website**

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## Screening Questions

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Please attach or link to the maintenance plan which supports the proposed project

**Please provide page references to the relevant sections of the maintenance plan.**

Please see attached.

**Link**

**Maintenance Plan Document**

Fort Bend County Public Transportation\_Facilities Maintenance Plan.pdf

## Evaluation Questions - Transit Projects

## Benefit/Cost Methodology

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Please provide a documented estimate of vehicle miles traveled reduction (include Excel spreadsheet and appropriate narrative of analysis used).

### **Excel Spreadsheet**

### **Analysis Narrative**

## Coordination/Gaps in Service

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### *Connectivity to other modes*

#### **Does service provide connection to other transit services (Fixed Route/Commuter/Rail/Demand Response/etc)?**

Yes

#### **Please explain:**

Fort Bend County Public Transportation currently provides Demand Response, Point Deviation, and Commuter Services which travel into the Greenway, Galleria, and Texas Medical Center areas. The proposed project consolidates all modes, equipment and staff into one location; providing a gain in efficiency and effectiveness.

#### **Does service provide pedestrian and bicycle accommodations?**

Yes

#### **Please explain:**

The proposed facility will include curb cuts and bike racks.

*Documentation of Coordination (agreements/communications) with participating/affected*

#### **Is project coordinated with local governments (counties/cities)?**

Yes

#### **Please explain:**

Attached under the Project Readiness section are letters of support from the Rosenberg Development Corporation, City of Richmond, and Greater Fort Bend Economic Development Council. These entities acknowledge FBCPT's immediate need for a transit facility due to capacity, logistical and operational issues. Moreover, they acknowledge the growing need for transportation services in Fort Bend County and look forward to the resulting economic development advantages that would arise for their individual communities when transportation services in the area are given the opportunity to expand.

#### **Is project coordinated with public transportation providers?**

Yes

#### **Please explain:**

During TTI's research on Fort Bend County's Downtown Commute Study, it was noted that shared

During this research on Fort Bend County's Downtown Commute Study, it was noted that shared infrastructure is one of the 4 key elements to successful implementation of regionally coordinated transit service. The report states that a "Good Neighbor Policy", an agreement between two or more providers to use each other's transit stops or stations, is a widely used tool to maximize infrastructure and resources among agencies coordinating regional transit services. Fort Bend County has long discussed coordination efforts with Colorado Valley Transit, the transit service provider for neighboring Austin, Colorado, Waller and Wharton Counties. Colorado Valley Transit has expressed high interest in coordinating with Fort Bend County for not only service provisions, but also for the possibility of shared maintenance, fueling, and temporary bus storage needs. (Please see letter of support attached under Project Readiness)

*Derived from RCTP/Local Plan*

**Does project serve unmet needs identified in Regional Coordinated Transportation Plan (RideTheGulfCoast.com) or other locally developed plan?**

Yes

**Please explain:**

The project provides the infrastructure necessary for FBCPT to expand services in order to meet the needs of Fort Bend County residents. As previously discussed, FBCPT currently has no room for growth and is using three separate locations for vehicle storage and maintenance, prohibiting any consideration for service expansions. The new facility will accommodate all current operations and be built to accommodate doubling of the fleet initially, with sufficient property to allow future expansion. This will insure that the unmet needs for additional transportation services in the region can be accommodated.

## Ridership Plan

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**Is there documentation showing expected ridership and potential growth (backed by supporting data, reasonable and viable ridership given type of service and area to be served)?**

Yes

**Please explain**

Attached is a copy of the Downtown Commute study which was conducted by TTI in July 2013. This study indicates a huge demand for commuter services from Fort Bend County into the Downtown Houston area. Potential ridership is estimated at 1,700 trips per day. As we are already at capacity, this need will remain unmet unless Fort Bend County is able to establish the needed infrastructure to support the demand for growth. Therefore, this project serves as a precursor to the realization of this growth. These additional trips combined with our average daily trips of 1,500 would provide over 3,200 trips per day in Fort Bend County.

## Economic Development

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### *Transit Oriented Development*

**Is project an intrinsic part of a joint-use development?**

No

**Please explain:**

**Does project demonstrate potential for adjacent transit-supportive development?**

Yes

**Please explain:**

Construction of an Administration and Operations facility will provide immediate opportunities for construction jobs and will also create more transit related job opportunities in the area. This facility is expected to house 100 employees upon opening and future growth in services will create additional jobs in the community. Services to downtown Houston will require approximately 40 additional staff, bringing the near term total jobs at the site to approximately 150 people. This will have a substantial economical impact on Rosenberg and serve as a catalyst for development of services nearby to accommodate the daily needs of these employees.

### *Improved Access to Opportunities*

**Is project located in an area that meets the minimum recommended activity density threshold per acre (determined by analysis of population and employment density based on center type)?**

Please Select

**Please provide a GIS shapefile or PDF map which clearly identifies the proposed project location.**

**Does project provide access to job opportunities, unmet or enhanced needs?**

Yes

**Please explain:**

Location of the facility allows reconfiguration of commuter services from the Fairgrounds Park & Ride. Currently, there is limited express service into the Texas Medical Center from this site. Commuters wishing to access services to the Greenway Plaza and Galleria areas of Houston must catch a shuttle run from the Fairgrounds Park & Ride to our Sugar Land AMC Theatre lot and transfer to the desired route. With all commuter buses initiating trips from the depot only 1/2 mile away from the Fairgrounds lot, express and 1 seat rides to all commuter destinations can be offered.

## Safety, Security and Operations

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**Does project plan detail safety measures that will be taken to provide sae services and connections?**

Yes

**Please explain:**

The new Transportation bus maintenance service site will be designed with the safety of the staff at the forefront of our considerations. The flow of vehicles onto and out of the site will be carefully thought through to minimize pedestrian and vehicular interaction. The location of pumps and wash down bays will occur with the flow of vehicle traffic in mind so movement on and around the site is clear and well-defined, eliminating as much as possible the need for pedestrian staff to cross driving lanes. The occupied interior spaces will exceed building code standards for Life Safety exiting requirements providing staff multiple options to evacuate the facility in the event of an emergency. All new facilities constructed by Fort Bend County are fully sprinklered with monitored smoke and fire alarm systems. The floor finishes in the service areas will utilize a high performance, non-slip coating for safe walking in wet conditions, and all entries into the building will have non-slip walk-off areas to improve floor conditions during rain events. The lighting in the service bay areas will generously exceed industry standards to provide lighting levels to not only improve working conditions, but to enhance safety through better visibility, as well.

**Does project plan detail safety and security measures that will be present at the facility or on the equipment?**

Yes

**Please explain:**

The facility perimeter will be fenced, a video monitoring system will be installed around the facility, inside facility buildings, at key points of entry/exit, and key activity centers (fare collection center, ticket sales center, parts storage/counters, etc.). Entrance to the complex will include a gate controlled entrance and buildings/staff offices will require badged entry. An emergency generator system will be included to insure operations during power outages or other emergency events.

**Does project use intelligent transportation systems and other operation/service/enhancing technologies?**

Yes

**Please explain:**

Facility design includes space to accommodate traffic management activities. Currently Fort Bend County dispatchers are not able to access views from regional and jurisdictional traffic monitoring cameras. This affects daily operations of both commuter and demand response services. In addition, Fort Bend County will begin deploying ITS management systems on roadways under the County's jurisdiction. The County will be working in partnership with TranStar, Missouri City, Sugar Land and other jurisdictions to create a traffic management node in Fort Bend County. The node is being designed to receive and transmit feeds to/from jurisdictions so that all jurisdictions will have access to the feeds available in Fort Bend County. Currently TranStar only has images of the TXDOT freeway system cameras. This facility will provide TranStar with images of the arterial streets and improve both Freeway and arterial street operations. Fort Bend County motorists and commuters utilizing the County's public transportation service will benefit from use of the images as the system will allow dispatchers and traffic managers to re-route bus routes when congestion is occurring and adjust signal times to aide traffic flows.

## State of Good Repair

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### **Does project address maintenance needs to maintain FTA State of Good Repair requirements?**

Yes

#### **Please explain:**

Fort Bend County Public Transportation's bus maintenance is currently being performed in two rented warehouse bays in a location that is inefficient for daily operations. This facility was not designed to meet the needs of a transit fleet and buses are often queued up awaiting repairs. Combined with the need to shuffle buses to get in and out of the parking lot, mechanics time is spent moving buses instead of performing repairs. The proposed facility will consolidate all of our transit operations into one primary facility specifically designed to accommodate transit fleets, more efficient and effective monitoring, oversight and repairs.

### **Does project address need for expanded capacity?**

Yes

#### **Please explain:**

One of the immediate major issues facing FBCPT at this time is capacity. As mentioned previously, FBCPT is currently at capacity and struggling to accommodate our current fleet efficiently. This project directly addresses our need for expanded capacity. The facility will be designed to accommodate doubling of our fleet initially, with room for future growth as well.

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Fort Bend County Public Transportation Administration/Operations Facility

Project Expenditures ('000s)	Fiscal Year (Sept 1 - Aug 31)											Project Total
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Planning/Environmental	261,900											261,900
Design		675,296										675,296
Geotechnical Services		50,000										50,000
Property/ROW Acquisition**												---
Utility Relocation												---
TxDOT Plan Review		60,000										60,000
Construction			10,200,000									10,200,000
Bus Wash			3,000,000									3,000,000
Fueling Station			2,000,000									2,000,000
Construction Materials Testing			270,000									270,000
Construction Management			912,000									912,000
Contingency			1,020,000									1,020,000
Furniture, Fixtures & Equipment			1,000,000									1,000,000
<b>Total Expenditures</b>	261,900	785,296	18,402,000	---	---	---	---	---	---	---	---	19,449,196
<b>Project Funding ('000s)</b>												
Local - Bond	---	12,000	3,680,400									3,692,400
Local - General Revenue	46,839	7,253										54,092
Local - Private Contributions	---											---
TxDOT - FY14 State (51412F7016)	27,708											27,708
TxDOT - FY13 Fed (51312F7187)	4,428	29,012										33,440
FTA FY11 5307 (TX-90-X968)	182,925											182,925
FTA FY14 5307 (TX-90-Y120)		689,031										689,031
												---
												---
<b>REQUESTED (H-GAC/TxDOT)</b>		<b>48,000</b>	<b>14,721,600</b>									<b>14,769,600</b>
<b>Total Funding</b>	261,900	785,296	18,402,000	---	---	---	---	---	---	---	---	19,449,196

\*\*This project will use County owned and donated land with an estimated value of \$1,600,000