

# **Fort Bend County Public Transportation Department**

## **METRO Call for Projects**

Section 5339 Bus and Bus Facilities Formula Program  
Commuter Service Replacement Vehicles



**APPROVED BY FORT BEND COUNTY COMMISSIONERS COURT**

**September 11, 2018**

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## CALL FOR PROJECTS INFORMATION

Applicant DUNS: 08-149-7075

Application Name of this Submission: Fort Bend County  
 Otherwise Known As: Fort Bend County Public Transportation  
 Agency Identification: State/Local Governmental Entity/Authority  
 Submitter's Name and Contact Information: Yvette R. Maldonado  
 Finance & Administration Manager  
 281-633-7433  
[Yvette.maldonado@fortbendcountytexas.gov](mailto:Yvette.maldonado@fortbendcountytexas.gov)

CFDA Description: Bus and Bus Facilities Formula Program  
 Agency Name: METRO

## AGENCY PROFILE

Year in Business: Thirteen (13) Years

Annual Budget: ≈\$10 Million

Number of Employees: Twenty-two (22) Full Time Employees  
 One (1) Part Time Employee  
 Eighty-Two (82) Transit Service Contractor Employees  
 Fourteen (14) Ambassador Service Contractor Employees

\*Fleet Size: Forty-seven (47) Vehicles  
 \*Fort Bend County has an active fleet of 47 vehicles, but also use vehicles provided through our Service Contractor

## INTRODUCTION

Fort Bend County is located 15 miles southwest of Houston, Texas. As of the 2010 census, its population was more than 500,000, making it the 10th most populous county in Texas. The 2016 Census Bureau estimate for Fort Bend County's population is 741,237. Fort Bend County's Public Transportation Department was officially formed in 2005. There are three main types of service, which characterize Fort Bend County Public Transportation services: demand response/para-transit, deviated fixed route and commuter/fixed route services. All services for Fort Bend County are general public shared ride services and are directly operated by one service contractor, First Transit, Inc.

Demand response/para-transit services are provided to/from all locations within Fort Bend County and locations up to one (1) mile outside the boundaries of Fort Bend County. Operating hours for Demand Response services vary according to trip requests. In most cases, first drop-offs are scheduled for 8:00 a.m. and last pick-ups are scheduled for 5:00 p.m. Fort Bend County also has a contract for an Ambassador Program. An Ambassador is an individual who assists passengers from their front door to the vehicle and from the vehicle to their final destination. This personalized service is to assist with the safe passage

for those unable to travel unescorted/alone, who need additional help with boarding and alighting vehicles, and passengers with agitation, behavioral and cognitive issues. Ambassadors may be assigned to bus stop locations and/or transit vehicles.

Deviated fixed route services travel specifically within the cities of Richmond and Rosenberg with designated stops, if scheduled, buses can deviate short distances from a route to pick-up/drop-off passengers. Operating hours for Deviated fixed route services are provided according to published schedules. Services may begin as early as 6:30 a.m. and end as late as 5:45 p.m.

Commuter/fixed route services are provided from three Park & Ride locations within Fort Bend County. Park and Ride locations include Fort Bend County Fairgrounds located in Rosenberg, Texas; University of Houston - Sugar Land located in Sugar Land, Texas; and the AMC Theater - First Colony located in Sugar Land, Texas. Services are designed primarily to accommodate employment transportation needs but are open to the general public. Buses operate along the I-69 corridor to the Greenway Plaza, Galleria, and Texas Medical Center areas of Houston. Operating hours for Commuter services are provided according to published schedules. Services may begin as early as 5:30 a.m. and end as late as 8:30 p.m.

## **PROJECT DESCRIPTION**

Fort Bend County is seeking \$892,470 in federal funding with Transportation Development Credits in lieu of local match to replace existing commuter route buses. This application is requesting federal assistance for the replacement of six (6) vehicles, which are projected to cost \$148,745 each. The vehicles identified for replacement are part of an aging fleet and have experienced recurring breakdowns and ongoing mechanical issues.

## **ELIGIBILITY**

Fort Bend County is a direct recipient and an operator of public transportation.

## **DEMONSTRATION OF BENEFIT**

In FY2017, Fort Bend County's Commuter route services provided more than 239,000 passenger trips, traveling 588,096 revenue miles and operated 23,085 in revenue hours. These services provide individuals with increased access to major employment locations and medical facilities areas in Houston.

Fort Bend County currently operates seventeen (17) commuter vehicles during maximum service, utilizing County owned and Contractor owned vehicles. County-owned fleet consist of fifteen (15) 32-passenger Freightliner Defender commuter series vehicles. Proper replacement of vehicles minimizes cost and ensures our goal of providing a safe and reliable fleet to serve the needs of the community. All of Fort Bend County's vehicles are ADA accessible to ensure transportation opportunities for the entire community.

Greenway Plaza is an employment center within the I-610 Loop along US 59. Uptown/Galleria is also an employment and activity center along I-610 Loop just north of US 59. In FY2017, Fort Bend County provided more than 102,000 passenger trips for both of these services combined.

Texas Medical Center (TMC) is an internationally known major medical complex and is home to the world's largest children's and cancer hospital, and our TMC route accounts for more than 50% of our overall commuter route services. The route to TMC not only serves the needs of people working in that area, but also the needs of individuals seeking medical care; needs which otherwise may go unmet. These passengers rely on our service for their livelihood and medical care. The TMC service is by far the highest and fastest growing with more than 137,000 passenger trips provided by Fort Bend County in FY2017.

Fort Bend County recognizes the importance of providing safe and reliable transportation services to our passengers. Maintaining a healthy fleet of vehicles plays a key role in ensuring our services are safe, timely, and efficient. Replacing these vehicles will not only ensure the safety of our passengers, but also improve the quality of service provided.

## **FINANCIAL COMMITMENT**

Fort Bend County will be requesting Transportation Development Credits (TDC) in lieu of local match.

If TDC's are unavailable, Fort Bend County is prepared to contribute the fifteen percent local match requirement for a total of \$133,871. These funds would come from Fort Bend County Public Transportation Department's FY19 local match budget and will be available for use upon award.

## **FIVE YEAR EXPENDITURE PLAN**

All services operated by Fort Bend County are included in the region's transportation plan. If awarded, this project will be added to the TIP/STIP. This project also supports long-term partnerships between Fort Bend County and the City of Sugar Land. The City of Sugar Land has supported Fort Bend County Public Transportation for several years and continues to provide an annual contribution in support of the commuter services provided by the County.

Fort Bend County currently has a contract for vehicle purchases. After execution of the grant award, it is reasonably anticipated the vehicles will be ordered, received, inspected, and paid for in less than a 12-month time frame.

Grant Award	November 2018
Vehicle Orders	December 2018
First Vehicle Delivered	June 2019

Last Vehicle Delivered      July 2019

Project Completion          August 2019

Using FTA Useful Life Standards, the useful life of the vehicles is seven (7) years and 200,000 miles. These vehicles will be incorporated into the Department's Transit Asset Management Plan, will be part of the vehicle replacement plan, and scheduled for replacement through Section 5307 or Section 5339 funding, as needed.

## **RISK ASSESSMENT FORM**

See Attachments.

## **TECHNICAL, LEGAL AND FINANCIAL CAPACITY**

Fort Bend County has purchased over 50 rolling stock vehicles to support Public Transportation services since 2005. The County is very familiar with rolling stock procurement requirements and is well equipped to undertake this project.

Paulette Shelton serves as the County's Transportation Director and brings over 20 years of experience in transportation management and operations. Ms. Shelton is heavily involved both locally and statewide with transit issues, and her significant experience in public transportation has resulted in her appointment to several transit task forces and committees. Russell Gerami serves as the County's Public Transportation Operations Supervisor and brings 30 years of experience in transit operations. Yvette Maldonado serves as the Finance & Administration Manager and brings 13 years of experience in grants management of which nine (9) years have been in public transportation.

Additionally, the Public Transportation staff is augmented and supported by other Fort Bend County departments that provide specialized services and enable Public Transportation to execute necessary functions. These departments include Purchasing, Risk Management, Treasury, Auditing, Legal and Human Resources.

Financial systems are monitored and maintained by the Fort Bend County Auditor's Office in conjunction with the Fort Bend County Treasurer's Office. Outside auditors perform the federally required single audit assess financial systems annually. The County received an unqualified/unmodified opinion on its 2017 Comprehensive Annual Financial report. Fort Bend County's financial reports are accessible online at <http://www.fortbendcountytx.gov/index.aspx?page=392>.

## **ATTACHMENTS**

### Risk Assessment Form

**5307 Urbanized Area Formula Grant Program**  
**5337 State of Good Repair Formula Grant Program**  
**5339 Bus and Bus Facilities Formula Grant Program**

Agency: Fort Bend County	If yes, please give details including awarding agency.
Date: August 30, 2018	
1. Have you had a grant closed due to material noncompliance in the last 5 years?	NO
2. Have you failed to make substantial progress on past grants?	NO
3. Do you have no experience with a similar Grant Program?	NO
4. Do you have qualified auditor's opinion on a financial statement in the past five years? If so provide details.	NO
5. Do you have questioned costs on single audits in the last five years? If so, provide details.	NO
6. Have you had an audit finding relating to cash management in the last five years? If so provide details.	NO



## **Commuter Service Schedules**



Fort Bend Transit is pleased to announce a new schedule for the - Fort Bend Express **Greenway** commuter service.  
This change will go into effect starting November 16, 2015.

#### FORT BEND EXPRESS GREENWAY PLAZA AM SCHEDULE

U of H	AMC	West Bellfort	1 GWP	GWP TC	9 & 11 GWP	20 GWP	24 GWP East	20 GWP Garage	Lake Wood
5:24 AM	5:32 AM	5:42 AM	5:56 AM	5:57 AM	5:59 AM*	---	---	---	---
5:57 AM	6:05 AM	6:15 AM	6:29 AM	6:30 AM	6:36 AM	---	---	---	---
6:12 AM	6:20 AM	6:30 AM	6:44 AM	6:45 AM	6:51 AM	---	---	---	---
6:32 AM	6:40 AM	6:50 AM	7:09 AM	7:10 AM	7:16 AM	---	---	---	---
6:45 AM	6:53 AM	7:10 AM	7:33 AM	7:34 AM	7:40 AM	7:42 AM	7:44 AM	7:52 AM	7:54 AM
7:03 AM	7:11 AM	7:26 AM	7:48 AM	7:49 AM	7:55 AM	7:57 AM	8:00 AM	8:04 AM	8:07 AM*
7:17 AM	7:25 AM	7:38 AM	8:05 AM	8:06 AM	8:12 AM	8:14 AM	8:16 AM	8:19 AM	8:22 AM*
7:45 AM	7:53 AM	8:08 AM	8:33 AM	8:34 AM	8:40 AM	8:42 AM	8:44 AM	8:47 AM	8:50 AM*
8:21 AM	8:29 AM	8:44 AM	9:08 AM	9:09 AM	9:15 AM	9:17 AM	9:19 AM	9:27 AM	9:30 AM*

#### FORT BEND EXPRESS GREENWAY PLAZA PM SCHEDULE

Lake Wood	20 GWP Garage	24 GWP East	20 GWP	9 & 11 GWP	GWP TC	2 GWP	West Bellfort	AMC	U of H
---	---	---	---	3:19 PM	3:23 PM	3:25 PM	3:40 PM	3:54 PM	4:04 PM
---	---	---	---	3:44 PM	3:48 PM	3:50 PM	4:05 PM	4:19 PM	4:29 PM
---	---	---	4:07 PM	4:10 PM	4:14 PM	4:16 PM	4:30 PM	4:44 PM	4:54 PM
---	---	---	4:22 PM	4:24 PM	4:27 PM	4:29 PM	4:45 PM	4:59 PM	5:09 PM
---	---	---	4:37 PM	4:39 PM	4:42 PM	4:44 PM	5:04 PM	5:22 PM	5:32 PM
4:50 PM	4:52 PM	4:55 PM	4:57 PM	4:59 PM	5:03 PM	5:05 PM	5:23 PM	5:40 PM	5:50 PM*
5:10 PM	5:12 PM	5:15 PM	5:17 PM	5:19 PM	5:23 PM	5:25 PM	5:43 PM	6:00 PM	6:10 PM*
5:30 PM	5:32 PM	5:35 PM	5:37 PM	5:39 PM	5:42 PM	5:44 PM	6:02 PM	6:20 PM	6:30 PM*
6:00 PM	6:02 PM	---	---	6:05 PM	6:08 PM	6:10 PM	6:30 PM	6:45 PM	6:55 PM*
6:30 PM	6:32 PM	---	---	6:35 PM	6:38 PM	6:40 PM	6:58 PM	7:12 PM	7:22 PM*

\*These stops are only performed if there are passengers on board going to that destination.

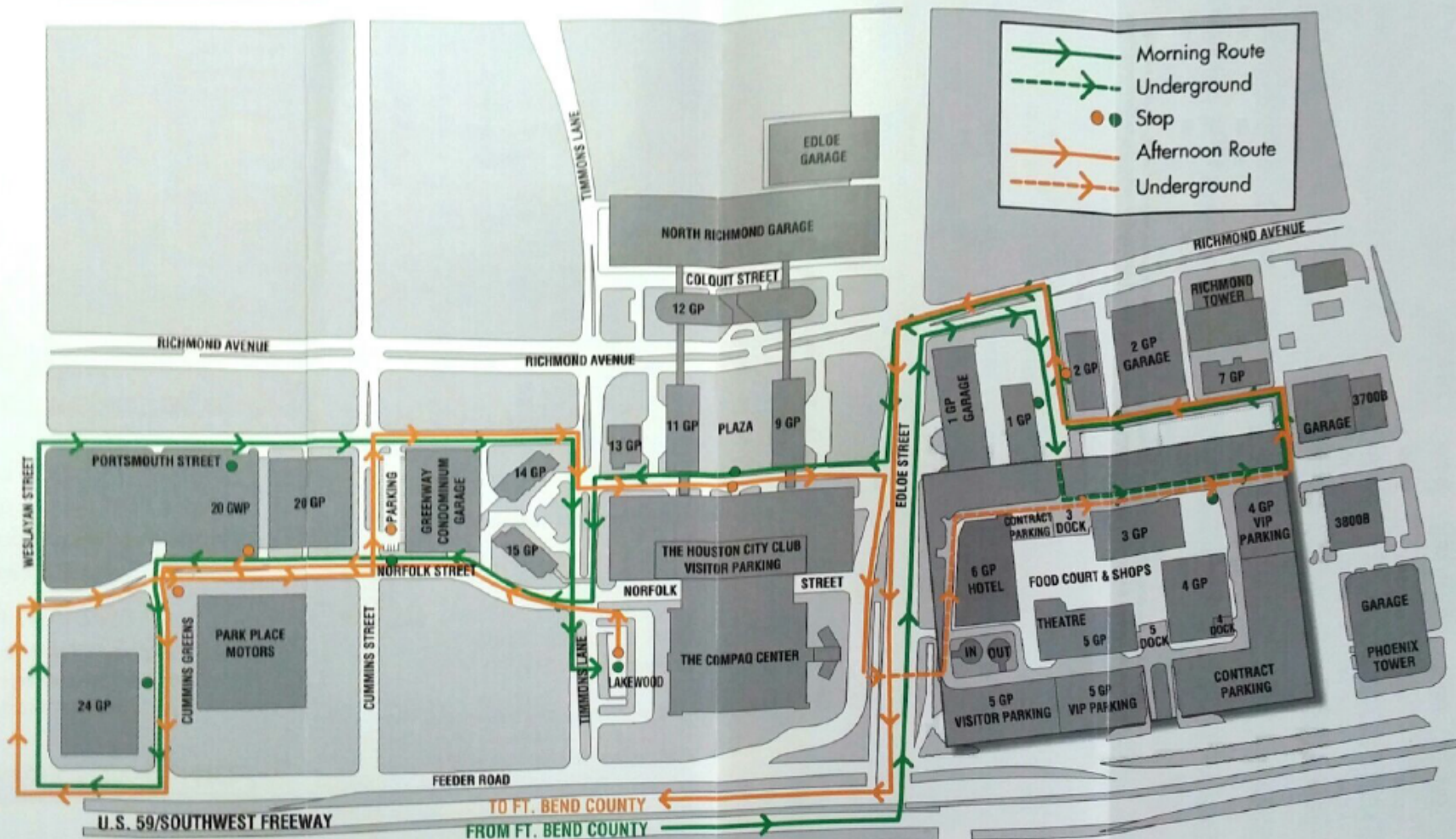
For more information please contact **Fort Bend County Public Transportation** at 1-866-751-TRIP (8747) or [Transit@fortbendcountytexas.gov](mailto:Transit@fortbendcountytexas.gov)

[www.FBCTransit.org](http://www.FBCTransit.org)



# FORTBEND EXPRESS

*The Fastest Way to Greenway Plaza  
From Fort Bend County*





Fort Bend Transit is pleased to announce a new schedule for the - Fort Bend Express **Galleria** commuter service.  
This change will go into effect starting November 16, 2015.

#### FORT BEND EXPRESS GALLERIA AM SCHEDULE

UH	AMC	Bechtel Tower	Williams Tower	Sports Authority	Hilton	Four Oaks	Sage @ Macy's	Westh & Sage	5400 Westh	Marathon Tower	5151 San Felipe
5:20 AM	5:27 AM	5:52 AM	5:56 AM	5:59 AM	---	---	---	---	---	6:07 AM	---
6:00 AM	6:07 AM	6:32 AM	6:36 AM	6:39 AM	6:40 AM	6:44 AM	---	---	---	---	---
6:06 AM	6:13 AM	6:36 AM	---	---	---	---	---	6:47 AM	---	6:50 AM	---
6:20 AM	6:28 AM	6:56 AM	---	---	---	---	7:00 AM	---	7:04 AM	7:08 AM	---
6:42 AM	6:49 AM	7:22 AM	7:26 AM	7:29 AM	7:30 AM	7:34 AM	---	---	---	---	---
6:45 AM	6:54 AM	7:26 AM	---	---	---	---	---	---	7:30 AM	7:33 AM*	---
7:18 AM	7:25 AM	8:04 AM	8:08 AM	---	8:11 AM	8:15 AM*	---	---	---	---	---
7:21 AM	7:29 AM	---	---	---	---	---	8:05 AM	---	8:09 AM	8:14 AM	8:16 AM*
7:48 AM	7:55 AM	8:31 AM	8:41 AM	---	8:44 AM	8:48 AM*	---	---	---	---	---
8:14 AM	8:23 AM	---	8:57 AM	---	---	---	---	---	9:02 AM	9:05 AM*	---

#### FORT BEND EXPRESS GALLERIA PM SCHEDULE

5151 San Felipe	Four Oaks	Guilford@ Post Oak	Marathon Tower	5400 Westh	Alabama @ Sage	Williams Tower	Bechtel Tower	AMC	UH
---	3:22 PM	---	3:25 PM	3:33 PM	3:36 PM	3:41 PM	3:44 PM	4:11 PM	4:20 PM
---	---	---	4:05 PM	4:08 PM	4:12 PM	---	4:20 PM	4:50 PM	4:59 PM
---	4:10 PM	4:14 PM	---	---	---	4:19 PM	4:22 PM	4:49 PM	4:57 PM
---	4:45 PM	4:51 PM	---	---	---	4:57 PM	5:02 PM	5:33 PM	5:42 PM
---	---	---	4:56 PM	5:00 PM	5:04 PM	---	5:08 PM	5:40 PM	5:48 PM*
5:08 PM	5:12 PM	5:17 PM	---	---	---	5:22PM	5:26 PM	5:58 PM	6:06 PM*
---	---	---	5:34 PM	5:37 PM	---	---	5:41 PM	6:17 PM	6:26 PM*
---	5:31 PM	---	---	---	---	5:37 PM	5:46 PM	6:19 PM	6:28 PM*
---	6:24 PM	---	6:28 PM	---	---	6:37 PM	6:41 PM	7:11 PM	7:19 PM*

\*These stops are only performed if there are passengers on board going to that destination.

For more information please contact **Fort Bend County Public Transportation** at 1-866-751-TRIP (8747) or [Transit@fortbendcountytexas.gov](mailto:Transit@fortbendcountytexas.gov)

[www.FBCTransit.org](http://www.FBCTransit.org)









Fort Bend Transit is pleased to announce a new schedule for the - Fort Bend Express **TMC** commuter service.

This change will go into effect starting November 16, 2015.

TMC AM ROUTE										
HWY 36	UH	AMC	Main @ Cambridge	Main @ Univ	HCC @ Pressler	Pressler Garage	Bertner @ Bates	MDA @ Bertner	John Freeman	VA
	5:00 AM	5:10 AM		5:40 AM			5:46 AM		5:48 AM	
	5:30 AM	5:40 AM		6:14 AM		6:19 AM	6:22 AM		6:26 AM	
5:40 AM	6:00 AM		6:31 AM	6:33 AM	6:36 AM	6:38 AM	6:41 AM		6:45 AM	
5:55 AM		6:15 AM	6:47 AM	6:49 AM	6:52 AM	6:54 AM	6:57 AM	6:59 AM	7:02 AM	
	6:19 AM	6:28 AM	7:04 AM	7:06 AM	7:09 AM	7:11 AM	7:14 AM	7:17 AM	7:20 AM	
6:15 AM	6:35 AM	6:45 AM	7:21 AM	7:23 AM	7:26 AM	7:28 AM	7:31 AM	7:33 AM	7:35 AM	
	6:45 AM	6:55 AM	7:32 AM	7:34 AM	7:37 AM	7:39 AM	7:42 AM	7:44 AM	7:46 AM	
6:35 AM	6:55 AM	7:04 AM	7:41 AM	7:43 AM	7:46 AM	7:48 AM	7:51 AM	7:53 AM	7:55 AM	
	7:06 AM	7:15 AM	7:52 AM	7:54 AM	7:57 AM	8:00 AM	8:03 AM	8:05 AM	8:07 AM*	
6:58 AM		7:18 AM*								
	7:18 AM	7:27 AM	8:07 AM	8:09 AM	8:12 AM	8:14 AM	8:17 AM	8:19 AM	8:21 AM	8:33 AM*
	7:36 AM	7:45 AM	8:24 AM	8:26 AM	8:29 AM	8:31 AM	8:34 AM	8:36 AM	8:38 AM	8:50 AM*
7:36 AM		7:56 AM*								
	7:49 AM	7:58 AM	8:37 AM	8:39 AM	8:42 AM	8:44 AM	8:47 AM	8:49 AM	8:51 AM	9:03 AM*
	8:06 AM	8:16 AM	8:55 AM	8:57 AM	9:00 AM	9:02 AM	9:05 AM	9:07 AM	9:09 AM	9:21 AM*
	8:18 AM	8:28 AM	9:04 AM	9:06 AM	9:09 AM	9:11 AM	9:14 AM	9:16 AM	9:18 AM	9:30 AM*
	8:30 AM	8:40 AM	9:16 AM	9:18 AM	9:21 AM	9:23 AM	9:26 AM	9:28 AM	9:30 AM	9:42 AM*
	8:42 AM	8:52 AM	9:28 AM	9:30 AM	9:33 AM	9:35 AM	9:38 AM	9:40 AM	9:42 AM	9:54 AM*

TMC NOON ROUTE													
HWY 36	UH	AMC	Main @ Cambridge	Main @ Univ	HCC @ Pressler	Pressler Garage	Bertner @ Bates	MDA @ Bertner	John Freeman	VA	AMC	UH	HWY 36
11:05 AM	11:25 AM	11:35 AM	12:03 PM	12:05 PM	12:08 PM	12:10 PM	12:13 PM	12:15 PM	12:17 PM	12:29 PM	1:09 PM	1:19 PM	1:37 PM*

TMC PM ROUTE											
VA	Main @ Cambridge	Main @ Univ	HCC @ Pressler	Pressler Garage	Bertner @ Bates	MDA @ Bertner	John Freeman	AMC	UH	HWY 36	
	3:05 PM	3:07 PM	3:10 PM	3:12 PM	3:15 PM	3:17 PM	3:19 PM	3:54 PM	4:04 PM		
	3:20 PM	3:22 PM	3:25 PM	3:27 PM	3:30 PM	3:32 PM	3:34 PM	4:09 PM	4:19 PM		
	3:35 PM	3:37 PM	3:40 PM	3:42 PM	3:45 PM	3:47 PM	3:49 PM	4:24 PM	4:34 PM		
								4:19 PM		4:39 PM*	
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	4:49 PM	4:51 PM	4:54 PM	4:56 PM	4:59 PM	5:01 PM	5:04 PM	5:50 PM	6:01 PM	6:20 PM*	
	4:57 PM	5:00 PM	5:04 PM	5:08 PM	5:11 PM	5:13 PM	5:16 PM	6:01 PM	6:12 PM	6:31 PM*	
	5:05 PM	5:08 PM	5:12 PM	5:16 PM	5:19 PM	5:21 PM	5:24 PM	6:11 PM	6:22 PM*		
5:00 PM	5:12 PM	5:14 PM	5:18 PM	5:22 PM	5:25 PM	5:27 PM	5:29 PM	6:16 PM	6:26 PM*		
	5:24 PM	5:26 PM	5:30 PM	5:32 PM	5:35 PM	5:37 PM	5:39 PM	6:21 PM	6:31 PM*		
	5:39 PM	5:42 PM	5:46 PM	5:50 PM	5:53 PM	5:55 PM	5:57 PM	6:34 PM	6:44 PM	7:04 PM*	
	6:00 PM	6:02 PM	6:05 PM	6:07 PM	6:10 PM	6:12 PM	6:14 PM	6:51 PM	7:01 PM	7:21 PM*	
	6:28 PM	6:30 PM	6:33 PM	6:35 PM	6:38 PM	6:40 PM	6:42 PM	7:19 PM	7:29 PM	7:49 PM*	
	7:13 PM	7:15 PM	7:18 PM	7:20 PM	7:23 PM	7:25 PM	7:27 PM	8:04 PM	8:14 PM	8:34 PM*	

\*These stops are only performed if there are passengers on board going to that destination

For more information please contact **Fort Bend County Public Transportation** at 1-866-751-TRIP (8747) or Transit@fortbendcountytexas.gov www.FBCTransit.org





## **Letter of Local Match Support**



September 11, 2018

Albert Lyne, CPA, PMP  
Director Grant Programs  
Houston METRO

Via Email Application Submittal

Subject: METRO Call for Projects  
Letter of Local Match Support for FY18 Section 5339  
Grant Application for Buses and Bus Facilities Program

Dear Mr. Lyne:

Regarding the request for grant funding to support our Buses and Bus Facilities Program, this letter will confirm the County's request for transportation development credits in lieu of the required local match. If transportation development credits are not available to match the attached request for federal funding under the Section 5339 Buses and Bus Facilities Program, the local match of fifteen percent would be provided from Fort Bend County General Revenue FY 2019 funds. As proposed, \$133,871 would be used as the local cash match share.

If you have any questions regarding this application or need any additional information, please contact Yvette R. Maldonado in the Public Transportation Department as 281-633-7433, or by email at [Yvette.Maldonado@fortbendcountytexas.gov](mailto:Yvette.Maldonado@fortbendcountytexas.gov).

Sincerely,

Robert Hebert  
County Judge