



**FORT BEND COUNTY**

**WSP, USA INC.**

\_\_\_\_\_  
KP George, County Judge

  
Authorized Agent- Signature

Frank Medina

\_\_\_\_\_  
Authorized Agent- Printed Name

Area Manager

ATTEST:

\_\_\_\_\_  
Title

4/25/2019

\_\_\_\_\_  
Laura Richard, County Clerk

\_\_\_\_\_  
Date

Reviewed By:

\_\_\_\_\_  
Public Transportation Director

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ \_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this contract.

\_\_\_\_\_  
Robert E. Sturdivant, County Auditor

Exhibit A: TRANSIT FEASIBILITY STUDY: CITY OF FULSHEAR SCOPE OF WORK

EXHIBIT A:

TRANSIT FEASIBILITY STUDY:  
CITY OF FULSHEAR SCOPE OF WORK



## TRANSIT FEASIBILITY STUDY: CITY OF FULSHEAR

### SCOPE OF WORK

The scope of work for the City of Fulshear Transit Feasibility Study has been prepared for Fort Bend County's Public Transportation (FBCPT) Department and the City of Fulshear.

#### STUDY BACKGROUND

The City of Fulshear is located in northwest Fort Bend County, at the crossroads of FM 359 and FM 1093. It is rapidly transforming from a rural community to a suburban hot spot. According to the Metropolitan Transit Authority of Harris County (METRO) 2016 Long Range Plan, there are significant amounts of daily trips that originated in Fulshear and the surrounding area to Downtown Houston, Energy Corridor and Westchase District. Most of these trips are using the I-10 and Westpark Tollway to access these employment centers. To reduce the pressure on I-10 and Westpark Tollway, the City of Fulshear and FBCPT are investigating the feasibility of transit service to and from the City of Fulshear.

The Fulshear Transit Feasibility Study will consider the potential for transit and high-capacity transit opportunities within the city and potential transit connections to the rest of the Greater Houston area. The Study will leverage existing planning resources, datasets, and input from a wide array of stakeholders to draw conclusions and make final recommendations.

The objectives of the Study are to:

1. Develop transit options to connect Fulshear to regional employment centers
2. Develop transit options to bring employees and visitors to Fulshear
3. Determine feasibility of local transit bus service
4. Enhance multi-modal transportation in Fulshear
5. Explore transit-oriented development and public-private (p3) development opportunities

To meet these objectives, the Study will complete the following tasks:

#### TASK 1 - PROJECT MANAGEMENT AND COORDINATION

WSP will facilitate a project kickoff meeting with the consultant team, FBCPT staff and the City of Fulshear staff at the beginning of the study. The purpose of this meeting is to:

- Establish administrative and communication procedures
- Discuss initial project goals and objectives
- Discuss work plan scope and schedule
- Create stakeholder contact list
- Obtain data and information for technical analysis

WSP will continue the following activities throughout the project:

1. Manage scope, schedule, and budget;
2. Establish a communication protocol as well as develop and maintain a Communications Plan;
3. Conduct progress meetings with the Project Manager;
4. Conduct internal progress meetings;

## Fulshear Transit Feasibility Study

### Scope of Work

April 8, 2019

5. Distribute meeting agenda, minutes, notes, and materials;
6. Contract management, including monthly billing and progress reports.

WSP will develop text/content for the City of Fulshear to post to city website for the Transit Feasibility Study. The content developed will include project information, maps and other supporting information, e.g., dates, times and locations of project-related meetings. WSP will provide updated information to post to the website at major milestones.

#### **Task 1 Deliverables:**

1. Kickoff meeting agenda; kickoff meeting facilitation; kickoff meeting notes including a summary of action items.
2. Monthly invoices with project progress reports.
3. Meeting agendas, materials and summaries.
4. City of Fulshear Website text/content regarding the study

## **TASK 2 – PUBLIC INVOLVEMENT AND STAKEHOLDER COORDINATION**

Public input is essential in the development of a successful transit feasibility study. Gathering a variety of inputs from disparate sources with varying goals and objectives will ensure that the final product reflects the true intentions of the community.

### ***2.1 Steering Committee Meetings***

WSP will work with City of Fulshear and FBCPT to establish a steering committee to guide the technical development of the feasibility study.

It is anticipated that three steering committee meetings will be conducted at key study milestones:

- Study Kick-off. Objective will be to present and discuss study scope, objectives, schedule, and gather input from steering committee regarding transit needs in Fulshear
- Development of Preliminary Concept Alternatives. Objective will be to present and discuss the feasibility of preliminary conceptual alternatives developed under Task 5;
- Evaluation of Concept Alternatives. Objective will be to present and discuss the in-depth evaluation of alternatives in the final report.

### ***2.2 Stakeholder Coordination***

WSP will coordinate the development and facilitation of stakeholder meetings to gather broad public input on transit needs in Fulshear. These stakeholders will include elected officials, city and neighborhood representatives, business and community leaders, and other entities or specific groups.

WSP will hold two (2) stakeholder meetings to gather the public input, and discussion potential transit improvement options.

### ***2.3 Survey***

WSP will conduct surveys targeted to residents of Fulshear and the surrounding area to identify existing resident travel behavior and public transit service needs. The survey will focus on the public level of support for transit and willingness to pay for transit. The survey will also explore residents' priority destinations for transit and the types of service models that would work for them.

## **Fulshear Transit Feasibility Study**

### **Scope of Work**

April 8, 2019

#### **2.4 Public Meetings**

WSP will hold three (3) public meetings to gather the public input, detail progress, and deliver major findings of the Fulshear Transit Feasibility Study.

These public meetings will be held in ADA-accessible locations in Fulshear. Spanish translation will also be provided, if required.

#### **Task 2 Deliverables:**

- Sign-in Sheets (pdf and word file)
- Spreadsheet of mailing list (excel file)
- Draft and Final Agendas and minutes for each meeting (pdf and working file)
- Draft and Final Review Materials, including Power Point presentations, as needed, for each meeting (pdf and working file)
- Survey responses and survey summaries pdf and word file)

### **TASK 3 - DATA COLLECTION AND RESEARCH**

#### **3.1 City Profile**

WSP will coordinate with FBCTD and City of Fulshear to optimize data collection efforts. Some of the data to be collected may include, but not be limited to:

- Current land use information for Fulshear and surrounding area;
- Major employers and trip generators;
- Environmental sensitive areas, wetlands, conservation lands, etc.
- Travel patterns (origin and destination data from H-GAC Travel Demand Model (TDM) or zip code work place survey and/or license plate surveys)
- Current and future economic development located in and adjacent to Fulshear
- Current development regulations, ordinances, orders, and plans
- Current and projected demographic information. including but not limited to population. Employment, young and older population, low-income family, zero vehicle household and other transit dependent population.
- Roadway Inventory (Major arterials and significant roadways)
- Committed roadway improvements
- Existing roadway network
- Existing pedestrian, bicycle, and public transit accommodations and services in the City of Fulshear including, but not limited to, sidewalks, pedestrian crossings, existing and available paved shoulder widths, and designated bike routes
- Existing transit providers and transit services (both Fulshear and H-GAC area)

#### **3.2 Plans, Reports, and Studies**

WSP will acquire and review existing plans, reports, and studies that outline strategies or define projects associated with improving the local transportation network. Relevant sources and documents would include Fulshear Population Projections and Demographic Study, City of Fulshear Comprehensive Plan, City of Fulshear Parks and Pathways Masterplan, H-GAC/City of Fulshear Livable Center Study, and Fulshear City Council Strategic Vision/Plan.

## **Fulshear Transit Feasibility Study**

### **Scope of Work**

April 8, 2019

#### **3.3 Site Visits**

Site visits will be conducted, as required, to review existing site conditions, verify mapping information, identify any possible physical constraints, explore feasible alternatives, assess potential impacts, among other tasks.

### **TASK 4 - EXISTING CONDITION AND TRANSIT NEED ASSESSMENT**

The purpose of existing condition analysis is to understand the land use pattern, population and employment distribution as well as typical travel pattern for residents and workers in Fulshear. The existing condition analysis will provide a baseline for transit alternative development.

#### **4.1 Existing Condition Analysis**

The existing condition analysis will focus on, but not limited to the following aspects:

- Existing land use and historical population and employment growth trend;
- High density area of population and employment;
- Distribution of transit dependent population;
- Future land use and growth pattern;
- Travel pattern of Fulshear residents and workers (origin and destination);
- Current travel time reliability and safety concern for Fulshear residents and workers; and,
- Existing and projected future transit demand.

#### **4.2 Transit Need Assessment**

Based on the existing condition analysis, public input and stakeholder coordination, and survey results, WSP will identify the existing transit service gap and transit needs for Fulshear and the surrounding area.

#### **4.3 Vision and Goals Development**

WSP will utilize findings from public and stakeholder outreach, online survey as well as existing condition and need assessment to develop a vision statement. This vision statement will guide the remainder of the project and will lead to identification of future projects.

#### **Task 4 Deliverables:**

- Draft and final existing condition technical memorandum
- Draft and final vision and goals statement

### **TASK 5 - CONCEPT DEVELOPMENT AND EVALUATION**

#### **5.1 Transit Service Models and Peer Review**

WSP will conduct a review of transit systems in peer municipalities which have the similar land use and growth pattern in H-GAC area. The peer review will help better understand the transit market and potential transit service that may best fit Fulshear and surrounding area. The peer review will include a qualitative review of transit service models that are used in different jurisdictions and a quantitative peer review of key performance indicators to inform the ridership estimates, recommended service levels, and cost estimates.

#### **5.2 Preliminary Concept Development**

Based on the peer review of transit service from similar municipalities and identified transit needs in Task 4, WSP will develop the short- (0-5 years), intermediate (6-10 years) and long-range (11-20 years) transit improvement concepts for Fulshear. This effort will incorporate all findings as part of the Study development process, taking data and research in account, in addition to findings from the public involvement process. The concepts will cover:

- Potential capital facilities and locations (transit center, park and ride, etc.)

## **Fulshear Transit Feasibility Study**

### **Scope of Work**

April 8, 2019

- Potential routes and schedules
  - Potential routes of commuter bus service to regional employment centers
  - Potential route of local bus service and intercity bus service
  - Potential for high-capacity transit
  - Potential demand response service
- Right-of-Way (ROW) requirements

WSP will also look at the potential improvements to the first and last mile connectivity, focusing on the improvements to pedestrian and bicycle facilities that would connect and provide better access to transit service.

#### **5.3 Cost Estimation and Funding Scan**

WSP will provide high-level cost estimation of the developed concepts. WSP will also summarize potential funding sources, partnerships and methods to support the city's implementation plan. The funding information will include federal and state sources accessible by the City of Fulshear as well as the potential joint development opportunities between the city and private entities. The funding information will provide information for the city, steering committee and the stakeholders to understand public transportation funding opportunities and constraints.

WSP will present the preliminary concepts to the steering committee and the public to gather the feedback. WSP will update the concepts to address the comments from steering committee and the public meetings.

#### **5.4 Conceptual Evaluation**

WSP will develop performance measures to evaluate the benefit and cost of the developed concepts. The conceptual evaluation will help the steering committee and the public understand how the developed concepts meet the vision and goals as identified in Task 4 (e.g. travel time reduction, commuter cost reduction, vehicle emission reduction). Performance measure examples include:

- Estimated quantitative descriptions such as route frequency, hours of service, and travel times.
- Quantitative measures such as jobs and residents within one-quarter mile of stops, cost, ridership effects, and vehicle emissions reduction.
- Qualitative measures such as travel time reliability, safety and security, and traveler comfort.

#### **5.5 Implementation Plan**

The implementation plan will include operating, capital, and programmatic categories, reflecting annual and one-time costs, funding resources, and other requirements. WSP will provide up- to-date and detailed public transportation funding information to City of Fulshear, prioritize the investment of transit improvement concepts and illustrate the key activities and schedule for implementation of the transit service concepts.

#### **Task 5 Deliverables:**

- Maps or other drawings and exhibits of developed transit concepts
- Cost table of transit concepts recommended

## **TASK 6 - DOCUMENTATION**

### **6.1 Draft Report**

WSP will develop a draft transit feasibility plan that;

- Defines the vision and goals for the feasibility study.

## **Fulshear Transit Feasibility Study**

### **Scope of Work**

April 8, 2019

- Identifies a list transit concepts needed to support the vision.
- Provides implementation strategy, funding strategies and recommended phasing, and potential funding and financing (i.e. loans or other forms of debt) sources.

The list of recommended options shall be prioritized based upon public input, feedback from the appropriate Boards and Commissions, and direction provided by the cities' leadership.

#### **Task 6.1 Deliverables:**

- Draft Report, including maps or other drawings and exhibits of each transit option recommended (one high resolution, reproducible digital copy).
- Draft Executive Summary of approximately 4 to 6 pages.

#### ***6.2 Final Report***

Based on the feedback from the steering committee, City of Fulshear and FBCPT, WSP will revise the Draft Feasibility Plan for final submittal. The final report will address all comments received on the draft report. Ten (10) hard copies of the final report will be provided with an Adobe PDF copy of the report for wider dissemination.

#### **Task 6.2 Deliverables:**

- Final Report, including maps or other drawings and exhibits of each transit option recommended (one high resolution, reproducible digital copy).
- Final Executive Summary of approximately 4 to 6 pages.

TRANSIT FEASIBILITY STUDY: CITY OF FULSHEAR  
COST PROPOSAL

Project Team		WSP							The Lentz Group (sub consultant)	Total Cost
Title/Position	Project Manager	Senior Planner	Planner I	GIS	Engineer II	Graphic Designer	WSP Labor Hours	WSP Costs	The Lentz Group Cost	
Hourly Rate	\$165.00	\$117.00	\$80.00	\$75.00	\$105.00	\$60.00				
Task Description										
<b>1</b>	<b>Project Management and Coordination</b>									
1.1	Kickoff Meeting	4	8	12	5		29	\$2,931		
1.2	Project Progress Meetings	4	12				16	\$2,064		
1.3	Website Content	2	4	8			14	\$1,438		
	<b>Task Total</b>	<b>10</b>	<b>24</b>	<b>20</b>	<b>5</b>		<b>59</b>	<b>\$6,433</b>		<b>\$6,433</b>
<b>2</b>	<b>Public Involvement and Stakeholder Coordination</b>									
2.1	Steering Committee Meeting	8	20	20	40		88	\$8,260		
2.2	Stakeholder Meetings	4	10	20	10		44	\$4,180		
2.3	Survey	2	2	3			7	\$804		
2.4	Public Meetings	12	12	30	30	5	89	\$8,334		
	<b>Task Total</b>	<b>26</b>	<b>44</b>	<b>73</b>	<b>80</b>	<b>5</b>	<b>228</b>	<b>\$21,578</b>	<b>\$26,000</b>	<b>\$47,578</b>
<b>3</b>	<b>Data Collection</b>									
3.1	City Profile	3	8	20	20		51	\$4,531		
3.2	Plans, Reports, and Studies	2	2	10			14	\$1,364		
3.3	Site Visit	1	2	8			11	\$1,039		
	<b>Task Total</b>	<b>6</b>	<b>12</b>	<b>38</b>	<b>20</b>		<b>76</b>	<b>\$6,934</b>		<b>\$6,934</b>
<b>4</b>	<b>Existing Conditions and Needs Assessment</b>									
4.1	Existing Condition Analysis	5	25	80	40	5	155	\$13,450		
4.2	Transit Need Assessment	5	10	20	5		40	\$3,970		
4.3	Vision Statement	2	8				10	\$1,266		
	<b>Task Total</b>	<b>12</b>	<b>43</b>	<b>100</b>	<b>45</b>	<b>5</b>	<b>205</b>	<b>\$18,686</b>		<b>\$18,686</b>
<b>5</b>	<b>Concept Development and Evaluation</b>									
5.1	Transit Service Models and Peer Review	4	10	20			34	\$3,430		
5.2	Preliminary Concept Development	15	20	60	38		133	\$12,465		

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COST PROPOSAL

Project Team		WSP							The Lentz Group (sub consultant)		Total Cost
Title/Position	Project Manager	Senior Planner	Planner I	GIS	Engineer II	Graphic Designer	WSP Labor Hours	WSP Costs	The Lentz Group Cost		
Hourly Rate	\$165.00	\$117.00	\$80.00	\$75.00	\$105.00	\$60.00					
Task Description											
5.3	Cost Estimation and Funding Scan	2	6	10		20		38	\$3,932		
5.4	Conceptual Evaluation	5	20	40	20			85	\$7,865		
5.5	Implementation Plan	5	15	8	2			30	\$3,370		
	<b>Task Total</b>	<b>31</b>	<b>71</b>	<b>138</b>	<b>60</b>	<b>20</b>		<b>320</b>	<b>\$31,062</b>		<b>\$31,062</b>
6	<b>Documentation</b>										
6.1	Draft Report	10	35	80	80		20	225	\$19,345		
6.2	Final Report	5	10	20	10		10	55	\$4,945		
	<b>Task Total</b>	<b>15</b>	<b>45</b>	<b>100</b>	<b>90</b>		<b>30</b>	<b>280</b>	<b>\$24,290</b>		<b>\$24,290</b>
<b>TOTAL HOURS</b>		<b>100</b>	<b>239</b>	<b>469</b>	<b>300</b>	<b>20</b>	<b>40</b>	<b>1,168</b>			
<b>TOTAL LABOR COST</b>		<b>\$16,500</b>	<b>\$27,963</b>	<b>\$37,520</b>	<b>\$22,500</b>	<b>\$2,100</b>	<b>\$2,400</b>		<b>\$108,983</b>	<b>\$26,000</b>	<b>\$134,983</b>
<b>OTHER DIRECT Expense</b>									<b>\$2,000</b>		<b>\$2,000</b>
<b>TOTAL COST</b>									<b>\$110,983</b>	<b>\$26,000</b>	<b>\$136,983</b>