

STATEMENT OF WORK

THE FORT BEND TRANSIT TO DOWNTOWN HOUSTON COMMUTER SERVICE

Project Description:

In Year One, H-GAC partnered with Fort Bend Transit (FBT) and Central Houston, Inc. to offer service from Fort Bend County to Downtown Houston. The Downtown Houston service originates at Fort Bend County Public Transportation's depot located at 3737 Bamore Road in Rosenberg, Texas. From there, it travels 13.5 miles on IH 69 North to reach the AMC Park and Ride at 3301 Town Centre Boulevard South in Sugar Land, Texas for service. Continuing north on IH 69, the service utilizes the HOV lane, covering 5.4 miles before reaching the express lane. The route then remains on IH 69 for 14.1 miles, exiting the HOV lane via Spur 527 and merges onto the exit ramp for Louisiana Street in the Downtown Houston Area.

The route progresses down Louisiana Street stopping at locations such as Jefferson Street, Clay Street, McKinney Street, Texas Street, and Congress Street, covering a total distance of 0.9 miles. After the final stop at the corner of Louisiana St and Congress St, the route turns right onto Franklin Street, making additional stops at Main St and Austin St, spanning 0.5 miles, concluding the first leg of the run.

Following this, the route makes a right turn onto Hamilton St and another right onto Congress Street. It then travels to Smith Street, turning left and following it until reaching the entry point for the 59 Southbound, which takes the route back to the AMC Park and Ride.

During the morning peak hours, the service will operate on 15-minute headways for three hours. The service will run at midday for one hour and thirty minutes. During the evening peak hours, the service will operate for three hours.

Fort Bend County has collaborated with Central Houston Inc. through an interlocal agreement to secure the necessary funding for implementing the Downtown Commuter Service as part of the Congestion Mitigation and Air Quality (CMAQ) Program.

The service has been implemented through a contract with Transdev, Fort Bend County Public Transportation's current operator. The contractor will be responsible for dispatching and maintaining the vehicles and hiring and managing the drivers.

The service started in March 2024.

Project Description for Year Two:

In Year Two, the commuter routes will continue service as described above including an additional stop at the University of Houston Main Campus on three morning and three evening commuter routes. The additional stop adds 26.8 miles per day to the route at a cost of \$259.44 per day, which UH has agreed to fund.

During year one, the University of Houston's Transportation and Parking Advisory Committee, reached out to FBT with their need for more transportation services for UH students between the Sugar Land and the UH Main campus. After a thorough review, FBT proposed adding an additional stop at the

University of Houston Main Campus for students in Fort Bend County. Commissioners Court approved an Interlocal Agreement between FBC and University of Houston on August 27, 2024. Service start date was September 3, 2024, with the new stop provided on three morning and three evening commuter routes. Fort Bend Transit added the UH Sugarland to AMC Park & Ride morning shuttle service at no additional fare beginning Jan 6, 2025.

Task 1: Fort Bend Transit will implement a Commuter Route from Fort Bend County to Houston Downtown

During the morning peak hours, the service will operate on 15-minute headways for three hours. The service will run midday for one hour and thirty minutes. During the evening peak hours, the service will operate for three hours.

To accommodate passengers, the service will initially utilize nine 40-passenger vehicles. There will be 18 runs in the morning, 18 in the evening, and one during midday, resulting in 37 daily runs.

The proposed service will cost \$4.00 for a one-way trip. Passengers will have multiple payment options available, including cash and digital options like the Token Transit© mobile app and the regional fare system app in partnership with Houston METRO.

Service will operate like other commuter services on Fort Bend Transit. Fort Bend Transit will contract proposed service operations with Transdev, Fort Bend County Public Transportation's current operator. The contractor will be responsible for dispatching and maintaining the vehicles and hiring and managing the drivers. It will use 40-passenger large cutaway vehicles for commuter service. This task may include marketing to support the implementation of the route.

Task 2: Fort Bend Transit will Provide Project Administration to Support the Route

Fort Bend Transit will provide the following to support the implementation of the route described above:

- Monthly Progress Reports and Update Progress schedules to H-GAC's Project Manager. A written progress report is required whether there is an activity that month.
- Written Progress reports shall include a summary of the following:
 - Ongoing activities or completed activities during the reporting period
 - Problems encountered and the means of resolving them
 - Project Status report
- Continued Quality Assistance and Quality Control throughout the Pilot Project
- Monthly Invoice Packets

H-GAC staff will review submitted progress reports and monthly invoice packets to check for accuracy and completion. H-GAC will withhold up to 10% of the contract amount pending completion of all deliverables as specified in the Scope of Services described in Task 2. The amount of retainage shall not exceed ninety thousand dollars (\$ 90,000.00)

Based on completed approved monthly invoice packets, H-GAC will provide up to 80% of the net operating cost for the service (minus fares). It will include direct operating and direct marketing expenses for the service.

Deliverables:

- Fort Bend Transit will produce updated Monthly Progress Reports on the project using H-GAC's monthly progress report templates. (Word and PDF)
- Fort Bend Transit will submit Monthly Invoice (PDF) packets.
- Fort Bend Transit will submit copies of any marketing materials developed covered under this contract. H-GAC will reimburse operating, marketing, and administrative costs based on monthly invoice packets and progress reports submitted by Fort Bend Transit