



Planners – Engineers – Program Managers

April 26, 2010

AGENDA ITEM

Ms. Paulette Shelton, CCT
Director, Public Transportation
Fort Bend County
12550 Emily Court, Suite #400
Sugar Land, Texas 77478

RE: Transportation Planning, Engineering, Environmental Analysis, and Design of
Several Park and Ride Projects
Work Authorization No. 1

Dear Ms. Shelton:

Enclosed are two original signature sets for Work Authorization No. 1, including Exhibit A - Scope of Work, Exhibit B – Detailed Cost Proposal, and Exhibit C – Milestone Schedule. The cost for WA No. 1 is \$490,570.00. Please return one original set after execution by the County.

The IDC team is looking forward to working with you and your staff on this important mobility project for Fort Bend County.

Sincerely,

Larry F. Janak, P.E.
Project Manager

Cc: J. Gonzales

5-5-10 COPY RECEIVED

ATTACHMENT C
WORK AUTHORIZATION NO. 1
AGREEMENT FOR PROFESSIONAL SERVICES

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section XIV of Professional Services Agreement entered into by and between Fort Bend County, and IDC Inc. (the Contractor), on the ____ day of _____, ____.

PART I. The Contractor will perform professional services generally described as Park and Ride Facilities Planning in accordance with the project description attached hereto and made a part of this Work Authorization. The Contractor's Scope of Work, Labor Estimate, and Schedule are further detailed in Exhibits A and C, respectively, which are attached hereto and made a part of the Work Authorization.

PART II. The maximum amount payable under this Work Authorization is \$ 490,570.00. This amount is based upon fees set forth in Attachment A,

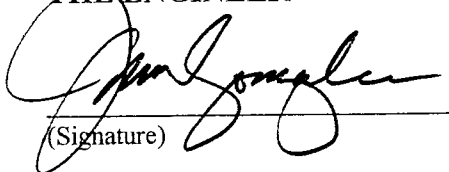
PART III. Payment to the Contractor for the services established under this Work Authorization shall be made in accordance with Section II of the Agreement.

PART IV. This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall terminate on December 31, 2011, unless extended by a supplemental Work Authorization as provided in the Agreement.

PART V. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

IN WITNESS WHEREOF, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

THE ENGINEER



(Signature)

Jim Gonzales

(Printed Name)

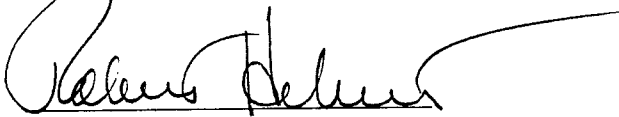
President and CEO

(Title)

4-26-10

(Date)

FORT BEND COUNTY, TEXAS



(Signature)

Robert Hebert

(Printed Name)

County Judge

(Title)

May 4, 2010

(Date)

LIST OF EXHIBITS

Exhibit A	Scope of Work
Exhibit B	Cost/Payment Agreement
Exhibit C	Schedule/Milestones

EXHIBIT A

SCOPE OF WORK FORT BEND COUNTY PARK & RIDE PLANNING AND DESIGN WORK AUTHORIZATION NO. 1

This scope of work is limited to performing Task 1 – Demand Analysis, Task 2 – site Selection, Task 3 – Site Layout, Task 4 – Environmental Study (Categorical Exclusion) and Public Involvement, and Task 5 – Property Acquisition (limited to property appraisals) for three Park & Ride Facilities located in the vicinity of Westpark/SH 99, Sienna/Riverstone, and US90A corridor. Task 6 – Preliminary Engineering will be performed on the Westpark/SH99 Park & Ride facility. Task 9 – Funding Assistance will be provided for Westpark, Sienna/Riverstone and US90A Park & Ride Facilities. The Engineer will provide Project Management services as identified in Task 10.

TASK 1 – DEMAND ANALYSIS

A critical element in planning and developing park and ride facilities is the detailed assessment and analysis of demographic characteristics, travel demand, and service requirements. Three general study areas have been identified as potential locations for development of Park & Ride lots and related commuter and transit services. The demand analysis task will examine the characteristics and environment in each of these areas and assess the needs and opportunities for developing a successful Park & Ride program in Fort Bend County. While the level of analysis may vary with each prospective Park & Ride location, the planning and analysis will follow the basic framework described below in determining the best location for developing a park and ride facility within the identified target areas. The objective of the demand analysis is to determine appropriate facility demand, location, size and amenities.

Task 1.1 – Establish Baseline/Existing Conditions

- Confirm existing transportation services and regional infrastructure in the Fort Bend County area
- Summarize demographic data – current population and employment, population characteristics
- Review infrastructure and development plans currently approved and scheduled in the County
- Develop existing conditions profile

Deliverables:

- Existing conditions report/summary
- Windshield survey of existing infrastructure and development activities with corresponding maps of park and ride study areas

Task 1.2 – Conduct Demographic Analysis and Examine Growth Scenarios

- Population characteristics and growth projections
- Environmental Justice concerns
- Travel patterns
- Journey to work
- Projected travel demand

- Roadway and thoroughfare system
- Traffic
- Land use and development plans

Deliverables:

- Demographic analysis and growth projection report
- Technical memorandum per prospective park and ride area addressing the specific findings of the above listed planning variables

Task 1.3 – Develop Service Plan for each Park & Ride Service Area

- Based on demographic data, travel patterns, traffic movements, travel demand and service objectives develop conceptual service plans for each park and ride location
- Coordinate service plan development with Fort Bend County Public Transportation Department and establish appropriate operating plan budget and equipment requirements

Deliverables:

- Meeting minutes and notes of discussions with Fort Bend County Public Transportation Department representatives regarding the development of the Park and Ride Service Plan
- Park and Ride Service Plan

Task 1.4 – Determine Size and Operating Requirements for each Park and Ride Study Area

- The goals and objectives of the Park and Ride program will be confirmed and employed to assist in determining demand potential and development opportunities for Park and Ride service within the proposed study areas
- Based on the goals and objectives of the study and the findings of the demographic analysis and park and ride service plans, parameters will be established regarding the facility size and operating requirements

Deliverable:

- Technical memoranda outlining size and operating guidelines

Task 1.5 – Develop Demand Analysis Report and Recommendations

- Confirm conceptual size and operating requirements and review demand analysis process with representatives with the Fort Bend County Public Transportation Department
- Complete the demand analysis
- Prepare Demand Analysis Report, Recommendations and Next Step summary

Deliverables:

- Demand analysis report – identifying and confirming travel demand, size requirements and amenities to be included in Advanced Planning Report to FTA
- Completed Matrix providing a one page summary of demand findings and key considerations to address in the site selection process

TASK 2 – SITE SELECTION ANALYSIS

The data and recommendations produced from the Demand Analysis will serve as the springboard for conducting the Site Selection Analysis. The analysis will focus on the projected demand, area land use and projected development, property acquisition, area infrastructure, transit oriented development opportunities, projected cost, operating plan and stakeholder input for each prospective park and ride location. Site selection and evaluation will comply with Federal Transit Administration (FTA) requirements.

Task 2.1 – Service Plan and Operation Requirements

- Refine Service plan and operation requirements and establish parameters for conducting the site selection for each of the Park and Ride study area locations
- Confirm and define the evaluation criteria, which should include, but not be limited to:
 - General location
 - Property availability – size and/or parceling of multiple properties
 - Ease of Acquisition
 - Site fatal flaws or engineering constraints
 - Infrastructure and ease of access
 - Adjacent properties and area land use
 - Costs
 - Environmental Concerns
 - Community Support
 - Growth potential
 - Compatibility with service and operating plan

Deliverables:

- Site requirements per each proposed Park & Ride opportunity
- Technical memoranda outlining the site selection process and evaluation criteria

Task 2.2 – Establish Evaluation Criteria Evaluation Methodology

- Confirm the evaluation criteria with the Fort Bend County Public Transportation Department and provide detailed description of the measurements employed to assess the evaluation criteria
- Develop Evaluation Plan and Methodology Report in conformance with FTA standards and requirements

Deliverable:

- Evaluation Plan and Methodology Report

Task 2.3 – Site Evaluation and Recommendations

- Conduct the Site Selection Alternatives Analysis per each site location
- Consider 3 (usual) alternatives for each site
- Develop a matrix that includes all evaluation measures and provides a comparison of Park and Ride site alternatives per each general study area location
- Conduct preliminary environmental screening to identify any potential environmental concerns.
- Summarize evaluation findings and identify sites to be removed from consideration
- Prepare evaluation report, including findings and recommendations

Deliverable:

- Evaluation findings and supporting evaluation matrix

Task 2.4 – Ranking of Alternative Sites

- Based on evaluation findings and input from the Fort Bend County Public Transportation rank the preferred sites for each of the general study area Park and Ride locations
- Conduct a benefit/cost analysis in terms of projected ridership and reduced VMT versus estimated capital and operating costs at the preferred Park and Ride alternative sites
- Identify any other benefit/cost issues related to site selection such as travel time impacts, safety, or other factors associated with costs or cost savings
- Prepare a ranking of alternative sites and recommend preferred site locations

Deliverables:

- Technical memoranda of the benefit/cost analysis results
- Meeting notes and minutes of discussions with Fort Bend County representatives
- Ranking of potential sites

Task 2.5 – Regional Coordination and Consensus

- Work with Fort Bend County Public Transportation Department and other stakeholders to review results of analysis and corresponding recommendations
- Reach consensus on preferred Park and Ride sites and process/timing for proceeding with site acquisition and development

Deliverables:

- Summary report and recommendations for site development to be included in Advance Planning Report to FTA

TASK 3 – SITE LAYOUT/AMENITIES

Develop overall conceptual planning documents that identify the specific needs and site layouts for each preferred site location. A conceptual cost estimate will be prepared.

Task 3.1 – Conceptual Site Layout

The conceptual site layout of the selected project site for park and ride facilities will be developed to comply with established park and ride design criteria and specific county requirements. The site layout will be sized for the capacity determined in the demand analysis task, and with provision for future expansion. The layout will consider the following elements:

- Accessibility - Exit/Entrance and Traffic Flows
- Vehicle Capacity
- Vehicle and Pedestrian Safety
- Operational Efficiencies
- Turnaround Areas if Necessary
- Passenger loading/unloading area
- Number and arrangement of bus bays
- Separate bus and car access
- Easily accessible passenger drop-off area for van pools and carpools

- Offsite improvements to adjacent roadways/intersections

Task 3.2 – Loading Platform and Amenities

Develop concepts for any amenities to be included at the bus-loading platform. These amenities could include:

- Covered shelter for waiting passengers
- Provision for Fare Collection media
- Bus canopies
- Bike racks
- Facility fencing and security camera coverage
- Provision for ITS equipment
- Bus maintenance areas
- Utility building with toilet, office, and electrical equipment room

Deliverable: Summary report to be included in Advanced Planning Report to FTA

TASK 4 – ENVIRONMENTAL & PUBLIC INVOLVEMENT

This Scope of Work describes the tasks to be performed in support of environmental documents for three (3) proposed Park and Rides for Fort Bend County Transit. This scope assumes that the sponsoring agency, the Federal Transit Administration (FTA), agrees that a Categorical Exclusion (CE) level of documentation is sufficient for environmental clearance. A CE will be prepared for each individual Park and Ride and will basically include the information FTA requires for probable Categorical Exclusions. The level of work and documentation will be dependent on the site selected for the proposed project and it may be necessary to amend the scope of work and cost estimates according to site characteristics.

SCOPE OF WORK

Task 4.1 – Public Involvement Support and Agency Coordination

Public Involvement and Agency Coordination is an integral part of the process for environmental clearance. The Engineer will assist the County in coordinating, managing and facilitating public involvement meeting(s) with the County, local and federal agencies and other interested stakeholders including the public. The Engineer will support the County by attending meetings and preparing information/materials for the meetings.

Assumptions:

- The Engineering team will conduct one (1) public meeting for each proposed Park and Ride facility.
- The Engineer will assist Fort Bend County in identifying and securing a meeting location. It is assumed that the County will be able to use a meeting facility at no rental cost.
- The Engineer will prepare a meeting announcement that will be submitted to Fort Bend County for approval prior to publication in one major and one local newspaper. The meeting announcement will be published in both English and

Spanish, utilizing Fort Bend County existing news paper of record furnished by the County.

- The County will furnish mailing lists of adjoining property owners and tenants and stakeholders. Meeting notification letters will be prepared by the Engineer for review and approval by the County. The County will furnish official letterhead and envelopes for the notification printing. The Engineer will print the notifications and return to them to the County for mailing.
- The Engineering team will attend up to eighteen meetings related to the project.

Deliverables:

- Community Meeting Logistics
 - Use of media, community groups, etc. for notification to comply with FTA requirements.
 - Publish newspaper ad for in one major and local paper.
 - Work with local County Commissioners to identify and contact HOA and other public interest groups.
 - Identify and secure meeting location
 - Develop functional layout for room
 - Develop methods to collect public feedback
- Development of Materials
 - Create display boards, presentation
 - Sign-In, Agenda, Comment Forms
 - Stakeholder Letters/Mailings
- Community Meeting Summary
 - Compile Public Comments
 - Prepare responses, as needed

Subtask 4.1.1 – Public Meeting

The Engineer will assist the County in conducting one (1) public meeting for each Park and Ride facility. Support will include attendance at meetings and preparation of information/materials for meetings. A summary for each meeting will be prepared.

Subtask 4.1.2 – Agency Coordination Meetings

The Engineer will conduct jointly with Fort Bend County Transit, up to two meetings as needed for each park and ride project, with the local, state, and federal agencies. A summary and an action item list for each meeting will be prepared.

Task 4.2 – Environmental Analysis

Assumptions:

- A CE document for the purpose of satisfying the requirements of the National Environmental Policy Act (NEPA) will be prepared for the project. The document will follow a format recommended or approved by FTA. If Fort Bend County Transit decides to seek FHWA funding, a cost estimate will be provided to revise the environmental document in FHWA format.
- The environmental document will be prepared for a single Build alternative or locally preferred alternative adopted by the Fort Bend County.
- Only the Preferred Build Alternative will be assessed.

- The proposed action should be included in the current adopted Transportation Improvement Plan (TIP).
- The County will be responsible for circulation and distribution of the draft and final documents to all interested parties.
- Five (5) hard copies will be prepared for the Client and will be produced in pdf file on CD for each final CE.

Task 4.2.1 – Detailed Project Description including Purpose and Need

A detailed project description will be prepared for each proposed facility. The project description will include a discussion describing the transportation problems and needs the proposed action will alleviate. Additionally, a brief description of the alternative analysis will be documented. Surrounding land uses will be described including any critical resource areas, potential historic sites, and sensitive noise receptors such as schools, hospitals, and residences. The project description will include a site map, vicinity map a proposed project layout.

Task 4.2.2 – Metropolitan Planning and Air Quality Conformity

Existing air quality-related information and issues will be described. Air quality standards, regulations, and plans of federal, state, and regional agencies that are applicable to the project will be discussed. A description of the of the conformity status of the local metropolitan planning organization, Houston-Galveston Area Council (H-GAC) will be included along with the status of the proposed project in the current adopted Transportation Improvement Plan (TIP) will documented.

A carbon monoxide (CO) analysis will not be necessary for these projects since Fort Bend County is in attainment for CO.

Subtask 4.2.3 – Existing Land Use and Zoning

Identify predominate land use patterns surrounding the Build alternative. The assessment of land use impacts of the alternatives will include an evaluation of consistency with land use planning policies, compatibility with surrounding land uses, opportunities for development intensification, and growth inducing impacts. Evaluate the extent to which the proposed alternative is in conformance with specific Fort Bend County land use policies and/or local city limits or Extra Territorial Jurisdiction (ETJ) requirements.

Assess the extent to which opportunities for additional transit-oriented development, consistent with each local jurisdiction's policies, exist within 1/4 miles of the proposed project location. As part of this subtask, identify likely development opportunity sites, including vacant, underutilized, and obsolete parcels. From this data and with input from local planning representatives, assess the likelihood and extent of growth, and assess how that growth supports each community's policy to concentrate development near transit stations.

Subtask 4.2.4 – Traffic Impacts

Characterize the traffic and transportation network within the study area and document potential impacts from the proposed project. Evaluate potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic will be described.

Subtask 4.2.5 – Historic Resources

Identify historic, cultural, paleontological, and archaeological resources in accordance with Sections 106 the National Historic Preservation Act. For Area of Potential Effect, assist the Fort Bend County in coordination efforts with the State Historic Preservation Office (SHPO) in identifying an Area of Potential Effect (APE) for the project study area. Once an APE has been established, a comprehensive program of archival research will be undertaken.

Subtask 4.2.5.1 – Architectural Resources

Conduct archival research for existing site records and files, and the Fort Bend County Tax Assessor's Office, for early land ownership records as well as local archives, museums, libraries and knowledgeable local historians as appropriate. In addition, a review of existing historic properties inventories, including the National Register of Historic Places (National Register), State and local listings, SHPO files, and documents at local repositories will be conducted. Previous studies, which evaluated resources according to National Register or the Ohio SHPO criteria, also will be reviewed.

Conduct a historic architectural resource inventory that will consist of field studies of identified properties. Field studies will be tailored to verify recorded information and document previously unrecorded historic resources within the study area. Field studies for historic properties would begin with an automobile survey of the Area of Potential Effect (APE), with follow-up, on-foot review of specific properties with historic potential. A drive-by inspection will be conducted along each proposed alternative to note areas that may be disturbed by any activity with the potential to affect existing structures.

For each structure which is potentially more than 45 years of age and potentially significant, an inventory form will be prepared, which will include a photograph and brief description. Limited historical research will be conducted to confirm age, architect, and other information needed for the evaluation. This information will be related to the alternatives under consideration. These efforts, together with archival research, will result in an inventory of known and potential historic properties within the study area. This background research will also cover any designated landmarks that have city, county, state, or National Register recognition. Finally, the data gathering will include a mapping of any areas within the potential corridors that have already been surveyed or inventoried for historic structures. Also, confer with interested local historical organizations.

A Historic Property Survey Report (HPSR) will be prepared for the alignment, in accordance with the Section 106 process. At this level of preliminary design, research will be conducted only for those areas potentially affected by construction or other substantial impact. The goal will be directed at identifying any areas providing basic documentation about potentially significant structures. An evaluation of the eligibility of resources for listing in the National Register will be completed for historic architectural resources that possess integrity, as applicable.

If any resources are identified which are listed in or appear eligible for inclusion in the National Register, the Criteria of Effect and Adverse Effect (36 CFR Part 800.9) will be applied. If planning considerations cannot reduce a finding of adverse effect to a finding of no effect, a Memorandum of Agreement will be prepared in accordance with 36 CFR Part 800.5 and the Advisory Council of Historic Preservation given an opportunity to comment (36 CFR Part 800.6).

Subtask 4.2.5.2 – Archaeological Resources

Construction activities required to implement the proposed project could result in disturbance or potential destruction of known or unknown archaeological resources. Such disturbance or potential destruction, if not adequately identified and appropriately mitigated, could pose implementation difficulties for the proposed project.

Conduct archival research to determine the nature and substance of existing documentation on archaeological resources within the study area. This study phase will consist of the review of existing materials that relate to historic and prehistoric archaeological resources within the study area. Reports, records, maps, and documents at various institutions, libraries, Federal, State, and local agencies and archives will be examined. Also, professional archaeologists, anthropologists, and geomorphologists familiar with study area resources and research considerations will be consulted. In addition, local Native American organizations will be consulted.

Potential disturbance or damage to identified archaeological resources will be determined by comparison with the project description and construction methods.

Avoidance options will be offered where appropriate. Where avoidance is not possible, subsequent mitigation activities will be identified, potentially including more detailed documentation and, in some instances, recovery activities.

Subtask 4.2.6 – Noise

Prepare a noise assessment that compares the distance between the center of the proposed project and the nearest noise receptor to the screening distance for the project according to FTA's guidelines. The most likely sensitive receptors for noise impacts are:

- hospitals, schools, parks or nature areas, retirement homes
- residential areas, or
- In any areas where traffic patterns would be substantially changed by vehicle trips to and from the facilities.

Potential noise impacts will be evaluated and, where potential for significant impact is identified, appropriate mitigation measures will be described along with the effectiveness of each measure.

Subtask 4.2.7 – Acquisitions and Relocations Required

Identify the number of businesses or organizations subject to easements or partial or full acquisitions. This analysis will rely on tax assessor data and field investigations from the public right-of-way. The Consultant will not make direct contact with property owners.

The estimated number of employees displaced will be calculated by multiplying affected non-residential building square footage by appropriate employment factors for commercial, office and industrial development.

The estimated number of people to be displaced from residential dwelling units in each station area and along the alignment will be calculated by multiplying the number of residential units to be acquired by the average number of persons per household in that station influence area based on the 2000 census data. The analysis will identify potential relocation study areas and the potential to relocate displaced persons within their neighborhood or community.

The Consultant will describe how Fort Bend County will conduct relocation mitigation measures according to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

Subtask 4.2.8 – Hazardous Materials

Research and investigate potential hazardous materials within the vicinity of the proposed alternative. An Environmental Site Assessment (ESA) will be prepared to identify potential hazardous materials and underground storage tank sites in the vicinity of the proposed park and ride alternative.

While this methodology incorporates some of the investigation methods, it is not intended to represent or satisfy the requirements of a Phase I Environmental Site Assessment as defined by ASTM Standard Practice E1527-05, nor is it intended to satisfy the requirements of All Appropriate Inquiry (AAI) as defined in Title 40 CFR Part 312. This methodology does not include field sampling or analysis or investigation of individual buildings or structures. If the ESA identifies potential hazardous materials, then a detailed hazardous materials assessment of individual parcels potentially subject to property transfer or acquisition would occur after completion of the National Environmental Policy Act (NEPA) environmental review process, as part of final design and project implementation.

Subtask 4.2.8.1 – Records Review

This task includes the examination of environmental databases (Environmental Data Resources [EDR] database report) for permitted hazardous material facilities within the general area of the proposed alternatives. It also includes the review of state files for regulated industries, underground storage tank sites, and the location of recorded spills or leaks of hazardous or toxic materials. Once identified, sites that are newly identified will be inspected in the field.

Subtask 4.2.8.2 – Field Review

This task includes the field inspection of the proposed alternatives to be evaluated in detail. All properties considered for development of a park and ride facility will be examined for visual evidence of the presence (past or present) of hazardous materials.

Subtask 4.2.8.3 – Potential Sites' 50-Year Use History

Once potential problem sites have been identified, a 50-year use history will be developed for each newly identified or differently described parcel in the EDR report. This includes researching past ownership through the tracing of recorded deed transfers, interviews with present and past owners or with present and past neighbors, and reviewing older maps and records.

Subtask 4.2.8.4 – Assessment and Report

Following completion of the field work, data assessment will be developed into a Phase I report of the findings of the investigation. The report will be completed to the level of detail to allow the planning engineer to be aware of potential hazardous material sites and to weigh the possible cost of remediation and potential liability with the cost of avoidance by alignment shift. The results of the Phase I report will be incorporated into the EA. Recommendations for further investigation or mitigation measures will be documented.

Subtask 4.2.9 – Community Disruption and Environmental Justice Impacts

Provide a socio-economic profile of the affected communities near the proposed project and identify any community resources that would be affected and the nature of the effect. This section will include the following information.

Subtask 4.2.9.1 – Demographics

Conduct an analysis of the demographic characteristics of the proposed location as well as its several neighborhoods. Much of this analysis will use 2000 census tract block group data. In addition, the analysis will use the Fort Bend County and Houston-Galveston Area Council (H-GAC) housing and employment forecasts. The demographic analysis will identify special needs populations in the study area including low-income, disabled, elderly, mobility impaired, and transit-dependent populations. The analysis will particularly identify transit-dependent populations, normally persons six to 18 years and 65 and over, households without private transportation, low-income persons, and minority populations. Demographic information developed in this subtask will be evaluated for an area approximately 1-mile area around the proposed park and ride.

Subtask 4.2.9.2 – Property Tax Revenue Impacts

Property acquisitions for right-of-way or construction staging areas would result in property tax revenue losses to the local government jurisdictions (city and county, as applicable). This section will describe current local government revenues and the proportion raised through annual property taxes. Property tax losses will be calculated based on the assessed value of the parcel and tax rates of local governments. The assessed values for these parcels will be obtained from the Fort Bend County Assessor records for the most recent year available. The relevant data will include property taxes paid in the fiscal year, property ownership, land use, and building square footage.

Subtask 4.2.9.3 – Environmental Justice

Evaluate potential disproportionate impacts to environmental justice populations consistent with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations. The analysis will follow the four-step guidance provided by FTA and including: 1) identify minority and low-income populations, 2) summarize public participation providing meaningful community participation, 3) assess project environmental impacts and potential disproportionate impacts on environmental justice populations, and 4) evaluate alternatives and mitigation. Information from the recently completed Title VI analysis will be incorporated into the analysis. The analysis will conclude with an environmental justice determination if any of the alternatives disproportionately impact environmental justice populations. The identification of environmental justice populations will largely rely on census statistics collected for the analysis of impacts to communities and neighborhoods. The public involvement activities conducted for the project and appropriate outreach for environmental justice populations will be documented by the Consultant. The assessment of potential disproportionate impacts will assess the adverse impacts of all elements of the environment to assess if any were disproportionate for environmental justice populations.

Subtask 4.2.10 – Parkland and Recreation Area Impact

Prepare inventory of parklands and community facilities within the study area. The inventory will be based on information provided in previous environmental documents

and verified through field surveys. Existing information will be updated, verified, and expanded to include portions of the alignment not previously considered. Prepare a map with the location of the parkland and community facilities with an accompanying table that lists each facility by name, important characteristics or attributes of each facility, and its distance from the alignments and the nearest station. Describe the environmental impacts on parklands and community facilities in terms of both operational and construction period effects. Impacts may vary according to the type and function of the community facility or service. Effects on parklands are also important in that they are subject to Section 4(f) requirements.

Subtask 4.2.11 – Impacts on Wetlands

Conduct a field investigation and review wetland inventory maps to determine the potential for wetlands at the proposed site location. If it is determined that the potential for wetlands exist, scope of work and cost estimate will be prepared for a wetland survey. The wetland survey will include a field delineation, preparation of a wetland delineation report with data forms and NEXUS forms that can be used to coordinate with the U.S. Army Corps of Engineers (USACE), and obtain verification with the USACE. Permitting or mitigation would also be developed under another scope of work and cost estimate.

Subtask 4.2.12 – Floodplain Impacts

Review the FEMA floodplain maps and determine whether the proposed site is located within the 100-year floodplain. If the site is located within the 100-year floodplain, the potential of flooding will be addressed and the impact the project will have on the floodplain capacity will be determined.

Subtask 4.2.13 – Impacts on Water Quality, Navigable Waterways, and Coastal Zones

The extent of required storm water pollution prevention planning and an overview of a plan for the implementation of a Storm Water Pollution Prevention Plan will be documented. If applicable, a discussion of the impact of the proposed project on navigable waterway and coastal zones will be prepared.

Subtask 4.2.14 – Impacts on Ecologically–Sensitive Areas and Endangered Species

Perform a characterization of the project area ecological resources, including vegetation and wildlife habitat characteristics. Ecologically sensitive resources, including protected species and critical habitat areas, shall be identified to assess potential effects of project construction and operation. This task shall also identify the need or absence of need for consultation with the U.S. Fish and Wildlife Service and Texas Parks and Wildlife Department. Any presence or absence surveys for protected species and endangered and threatened species of wildlife shall be conducted under a separate agreement.

Subtask 4.2.15 – Impacts on Safety and Security

Describe the measures that would need to be taken to provide for the safe and secure operation of the park and ride after its construction. Meet with Fort Bend County security personnel and review literature related to security issues at other similar facilities. Crime statistics, if available, will be cited to provide an estimate of the degree of security that is offered to the transit patron in relation to general background criminal activity levels. Design mitigations to reduce the likelihood of criminal activity will be identified. Factors

such as station layouts and equipment (e.g., lighting, direct line of sight, video cameras, public announcement systems, etc.) will be documented.

Subtask 4.2.16 – Construction Impacts

Describe the construction plan and identify potential impacts due to construction. The construction impact will address the following subject areas:

- Construction methods (the construction scenario)
- Construction traffic, parking and transit impacts
- Construction air quality impacts
- Construction noise impacts
- Construction impacts on utilities
- Business disruption

Mitigation measures for potentially significant construction related impacts will be described, along with the effectiveness of each measure to minimize impacts.

Deliverable: Categorical Exclusion environmental document to be submitted to FTA for review and approval.

TASK 5 – PROPERTY APPRAISAL

This project for Fort Bend County will be subject to funding from the FTA. Since federal funding is involved, the acquisition of any needed property will be subject to federal statutes and regulations. The applicable statute is known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – Specifically codified as 42 USC 4601, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (the “Act”), provides for uniform and equitable treatment of persons displaced from their homes, businesses, or farms by Federal and federally assisted programs and establishes uniform and equitable land acquisition policies for Federal and federally assisted programs.

Task 5.1 – Appraisal

The appraisers assigned to this project responsible for providing appraisal reports are Texas State Certified Appraisers. The appraisers will personally meet with and offer the landowners the opportunity to accompany them during their inspection of the property in order to obtain any information that may be helpful in appraising the property. Executed pre-appraisal contact forms will be obtained from all landowners and provided as required. All appraisal reports will be completed on the appropriate forms in accordance with FBC policies and procedures and in compliance with the Uniform Professional Standards of Professional Practices (USPAP).

TASK 6.0 PRELIMINARY ENGINEERING

Preliminary Engineering will include preparation of a Preliminary Engineering Report (PER) for each facility. The PER will identify the need for the project, existing conditions of alternative sites including existing utilities, recommend capital improvements needed to meet the capacity and recommend the best site. The PER will include project description, project need, assumptions, typical sections, site plan, street modifications for access, site drainage, traffic impacts to adjacent streets, utility adjustments, and any required permits.

Task 6.1 – Schematic Design

A schematic of the park and ride facility will be developed to identify the major elements and quantities to prepare the initial order of magnitude estimate. The parking bays, bus loops, and passenger loading area will be sized and geometrically located. The overall site pavement will be tied geometrically to the ROW. A preliminary design of the passenger loading shelter will be developed.

Task 6.2 – Drainage Report

A drainage report for the site will be prepared using the Fort Bend County Drainage Criteria. The volume of stormwater discharge for the Project to off-site drainage will be calculated using the Fort Bend County Design Criteria. The hydraulic grade line of the closest major stormwater collector, flowing full, will be calculated and compared to the elevation of the Park and Ride facility. If the hydraulic grade line is higher, measures will be taken to prevent backflow into the proposed park and ride. The hydraulic grade line will be shown on all stormwater and sanitary sewer profiles. The minimum and maximum flow velocities shall be 3 and 10 feet per second, respectively inside the Fort Bend County facility. Determine if stormwater detention pond is required. If required, report will recommend the type of detention pond(s) to be provided, appropriate to the site and in accordance with such agreements as may exist between Fort Bend County and the jurisdictional agencies.

Task 6.3 – Traffic Study

A Traffic Study will be prepared to determine improvements needed for the roadways in the vicinity of the recommended site. Intersections of public streets and access driveways for the park and ride facility as well as other specified intersections within the study area will be analyzed to obtain level-of-service operation and signal warrants. Available traffic data of the study area will be collected from Fort Bend County, TxDOT, or other available sources as needed for the analysis. In the event, traffic counts are not available for locations to be analyzed, traffic counts will be performed for the evaluation purposes. Develop AM & PM peak-hour site ingress and egress traffic volumes to add to the existing traffic study area. The Highway Capacity Manual, latest revision, will be used for appropriate traffic analysis procedures. Traffic volumes, from the existing streets and proposed site will be used to determine intersection delays and levels-of-service for the AM and PM peak hours. Recommended Intersection improvements, to include signalization/signal optimization, roadway widening, signing, and pavement marking within the study area will be developed. Traffic circulation inside the park and ride will be designed to minimize conflict points and confusion among the drivers. Driveways will be designed with proper turning radii and travel lanes (width and number) to correspond to the traffic demand and vehicle type usage. The maximum speed inside the park and ride will be 15 MPH.

Task 6.4 – Topographic Survey

Three sites are proposed. Two sites are expected to be approximately 12 to 15 acres in size. The third site is expected to be approximately 20 acres in size. Engineer will provide the following tasks and services:

1. BOUNDARY Survey –Provide a boundary survey and map for each of the three sites to be acquired. Services include deed research, field survey, processing, calculations, mapping, final staking, and supervision. For the purposes of this proposal it is assumed that each site will have one ownership to acquire since, that is the most likely scenario. One metes and bounds description and one map of survey will be provided for each site.

Additional ownerships to be acquired will require additional metes and bonds, abstracting, surveying and mapping.

2. **TOPOGRAPHIC Survey** – Provide topographic surveying and mapping of each site. The full width of all adjoining street rights-of-way will also be included in the survey. Services include right of entry, utility research, a topographic survey in 2D plan view, digital terrain modeling and contouring, and a survey control map.

3. **PLATTING Services** – Prepare a subdivision plat for each site suitable for recording with Fort Bend County. Services include calculations, mapping, coordination with appropriate city and county offices, and any additional surveying or staking that is needed for dedications or subdividing. A representative of the Engineer will attend up to one Planning and Zoning Commission meeting as needed for each site. The final plats will be submitted by the Engineer for recordation.

4. **CONSTRUCTION PHASE Services** – Prior to the start of construction, recover and verify the survey control at each site, establish new survey control points and TBMs as needed, and stake any design baselines required.

Task 6.5 – Value Engineering

The Value Engineering (VE) workshop will analyze the design to identify changes that will save cost without sacrificing quality or functional performance, or changes that will keep costs the same but enhance qualitative or functional performance.

The VE workshop will be conducted after the draft PER is submitted to the County for review. The study will be conducted by a team of multi-disciplinary professionals lead by the VE manager. The VE process includes the following 5 phases:

1. **Information Phase** – The team will gather information about the program requirements, project design criteria, constraints, and construction costs. They will perform a functional analysis of systems and sub-systems to identify high cost areas.
2. **Alternatives Phase** – The team will develop alternatives for accomplishing the function individual systems or sub-systems.
3. **Evaluation Phase** – The team will evaluate each alternative and select those with the greatest potential for cost savings or project enhancement.
4. **Recommendation Phase** – The team researches the selected alternatives and prepares descriptions, sketches and life cycle cost estimates to support the recommended alternatives.
5. **Report Phase** – The team will present its recommendations to the County, and the design team, in a written report and oral presentation at the conclusion of the workshop.

Deliverable: VE report to be included in PER.

TASK 9.0 – FORT BEND COUNTY TRANSIT FACILITY FUNDING STRATEGY

Capital and operating resources for transportation and transit projects are limited and in many cases the competition among various fund sources is high. Fort Bend County will need an infusion of capital to implement its proposed park & ride and bus maintenance facility plan. The IDC Team will assist Fort Bend County staff in securing funding for the projects by:

- Identifying potential funding opportunities.
- Preparing a funding strategy
- Assisting staff with federal grant & other funding source applications
- Advising Fort Bend County Commissioners on their role in the federal grant process
- Coordinating the transit facility technical work with key funding process milestones.

Subtask 9.1 – Identify Funding Opportunities

The IDC Team will identify potential funding opportunities that may be available to the County. These could include new starts, small starts, and TIGER grants. The IDC Team will also provide a status of the Transportation re-authorization bill and any prospects for additional stimulus funds for transit.

Subtask 9.2 – Funding Strategy

Using the current funding strategy for Fort Bend County as a starting point, the IDC Team will prepare a report, for each site, that describes the funding goals, the funding sources examined and those most likely to be pursued. For each strategy, key action dates will be identified including the timing and requirements of a formal grant or similar application needed for each funding agency. Staff and Commissioner roles will also be identified for each funding source.

Subtask 9.3 – Funding Application Assistance

Fort Bend County staff is familiar with grant applications. To the extent new applications are identified, the IDC Team will assist staff with grant/application draft preparation, review and comment on content and form.

Subtask 9.4 – County Commissioner Advisory Services

Depending on the funding strategy and especially for those grants that are part of the FTA bus discretionary program, the Commissioners must take an active role by working with their Congressional delegation to see that money is both earmarked and appropriated at the right time. The IDC Team proposes to present the funding strategy or assist staff in such a presentation before the Commissioners to describe their role in the process and also be available for general questions at any time.

Subtask 9.5 –Financial Management Plan

For each site develop a financial management plan. The plan will include the strategy for obtaining funding, milestone schedule and critical path items necessary to fund the project.

Deliverable: Prepare a financial Management Plan for each site.

TASK 10.0 PROJECT MANAGEMENT AND ADMINISTRATION

Subtask 10.1 – Conduct monthly progress and coordination meetings with the members of the planning and design team to assure proper coordination of all professional disciplines and confirm the project is on schedule. A meeting agenda will be prepared and minutes of the meeting will be written and distributed.

Subtask 10.2 – Meet with County Transportation Authority staff on a monthly basis to report on progress of the project. Agenda will be prepared for the meeting and minutes written and distributed.

Subtask 10.3 – Coordination meetings with TxDOT, Interested local cities, and other local and state agencies having an interest in the project.

Subtask 10.4 – Prepare monthly progress report and invoice. Progress report will be of sufficient detail to validate the invoice.

Subtask 10.5 – Prepare overall schedule at beginning of project. Update on monthly basis.

Subtask 10.6 – Prepare professional service agreements for all subconsultants. Validate monthly invoice and incorporate into project invoice.

Subtask 10.7 – Prepare Quality Management Plan customized for specific project.

EXHIBIT B
COST PROPOSAL SPREADSHEET
WA #1
FORT BEND COUNTY PARK & RIDE PLANNING AND DESIGN

4/23/2010

TASK		FIRMS											TOTAL
NO.	DESCRIPTION	IDC	BGK	NET	TEI	PBQD	O&A	CBRE	PGAL	LCI	HVJ	PBS&J	TOTAL
1	Demand Analysis	\$1,926	\$5,850	\$6,840									\$14,616
	Westpark/SH99	\$642	\$1,950	\$2,040									\$4,632
	Sienna/Riverstone	\$642	\$1,950	\$2,400									\$4,992
	US90A Corridor	\$642	\$1,950	\$2,400									\$4,992
2	Site Selection	\$6,903	\$19,600	\$15,400	\$11,035	\$6,923		\$0		\$10,000			\$69,861
	Westpark/SH99	\$1,886	\$6,200	\$4,560	\$3,345	\$1,974				\$3,000			\$20,965
	Sienna/Riverstone	\$1,886	\$6,200	\$4,800	\$3,345	\$1,974				\$3,000			\$21,205
	US90A Corridor	\$3,131	\$7,200	\$6,040	\$4,345	\$2,975				\$4,000			\$27,691
3	Site Layout	\$20,751			\$4,680				\$9,000				\$34,431
	Westpark/SH99	\$6,917			\$1,560				\$3,000				\$11,477
	Sienna/Riverstone	\$6,917			\$1,560				\$3,000				\$11,477
	US90A Corridor	\$6,917			\$1,560				\$3,000				\$11,477
4	ENV & Public Inv	\$14,742				\$154,974							\$169,716
	Westpark/SH99	\$4,914				\$51,658							\$56,572
	Sienna/Riverstone	\$4,914				\$51,658							\$56,572
	US90A Corridor	\$4,914				\$51,658							\$56,572
5	Property Acquisition	\$1,926					\$2,500	\$2,500					\$6,926
	Westpark/SH99	\$642					\$2,500	\$2,500					\$5,642
	Sienna/Riverstone	\$642											\$642
	US90A Corridor	\$642											\$642
6	Preliminary Engineering	\$65,807			\$12,325				\$7,000	\$54,144		\$7,500	\$146,776
	Westpark/SH99	\$65,807			\$12,325				\$7,000	\$54,144		\$7,500	\$146,776
	Sienna/Riverstone												\$0
	US90A Corridor												\$0
7	Final Design and PS&E	\$0			\$0				\$0		\$0		\$0
	Westpark/SH99												\$0
	Sienna/Riverstone												\$0
	US90A Corridor												\$0
8	Construction Mngl	\$0							\$0	\$0	\$0		\$0
	Westpark/SH99												\$0
	Sienna/Riverstone												\$0
	US90A Corridor												\$0
9	Funding Assistance	\$37,500	\$0	\$0	\$0	\$10,744		\$0	\$0	\$0	\$0	\$0	\$48,244
	Westpark/SH99	\$7,500				\$2,500							\$10,000
	Sienna/Riverstone	\$15,000				\$4,122							\$19,122
	US90A Corridor	\$15,000				\$4,122							\$19,122
10	Project Management												\$0
	TOTAL	\$149,555	\$25,450	\$22,240	\$28,040	\$172,641	\$2,500	\$2,500	\$16,000	\$64,144	\$0	\$7,500	\$490,570
	Westpark/SH99	\$93,308	\$8,150	\$6,600	\$17,230	\$57,213	\$2,500	\$2,500	\$10,000	\$57,144	\$0	\$7,500	\$282,145
	Sienna/Riverstone	\$27,501	\$8,150	\$7,200	\$4,905	\$57,213	\$0	\$0	\$3,000	\$3,000	\$0	\$0	\$110,969
	US90A Corridor	\$28,746	\$9,150	\$8,440	\$5,905	\$58,214	\$0	\$0	\$3,000	\$4,000	\$0	\$0	\$117,455

BGK Barbara Koslov
NET Nancy Edmonson
TEI Traffic Engineers Inc.
CBRE CB Richard Ellis
O&A O'Connor & Associates
LCI Landtech Consultants

EXHIBIT C
WA #1
MILESTONE SCHEDULE
FORT BEND COUNTY PARK & RIDE PLANNING AND DESIGN

4/23/2010

NO.	Task	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-11	Feb	Mar	DURATION
I	Advanced Planning Report												
	Westpark/SH99		Start 6/14			Finish 9/3							12 weeks
	Sienna/Riverstone	Start 5/17			Finish 8/6								12 weeks
	US90A Corridor	Start 5/31			Finish 8/20								12 weeks
II	ENV & Public Inv												
	Westpark/SH99				Start 8/9			Finish 11/26					16 weeks
	Sienna/Riverstone		Start 6/14				Finish 10/1						16 weeks
	US90A Corridor			Start 7/12			Finish 10/29						16 weeks
III	Preliminary Engineering												
	Westpark/SH99				Start 8/30				Finish 12/17				16 weeks
	Sienna/Riverstone												
	US90A Corridor												
IV	Property Appraisal												
	Westpark/SH99												
	Sienna/Riverstone									Start 1/3	Finish 2/25		8 weeks
	US90A Corridor												
V	Final Design and PS&E												
	Westpark/SH99												
	Sienna/Riverstone												
	US90A Corridor												
VI	Construction Mngt												
	Westpark/SH99												
	Sienna/Riverstone												
	US90A Corridor												
VII	Funding Assistance												
	Westpark/SH99	Start 5/31										Finish 3/18	42 weeks
	Sienna/Riverstone	Start 5/31										Finish 3/28	42 weeks
	US90A Corridor	Start 5/31										Finish 3/28	42 weeks