

APPROVED:



Paulette Shelton, Public Transportation Director

Fort Bend County Public Transportation Revenue Research and Analysis

Scope of Work

Task 1: Document Fare History and Define Fare Policy Goals (TTI)

Researchers will work with Fort Bend County Public Transportation staff to document the agency's fare history, including inherited fare structure from Trek Express. Researchers will document Fort Bend County Public Transportation's fare policy goals and objectives (simplicity, efficiency, equity, and administrative ease).

TTI will research and document Federal Transit Administration (FTA) requirements for specific fares, for example discount fares for seniors and people with disabilities. TTI will also document FTA minimum requirements for public notice about changes in fares or fare structure and requirements for Title VI analysis to evaluate disparate impacts, and other federal requirements.

Deliverable: Technical memorandum documenting fare history, FTA requirements, and goals

Task 2: Define Fare Options (Sub-NRE)

TTI will define different fare options to address the following:

- Service type
 - Park & ride
 - Demand response
 - Point deviation
- Geography
 - Travel distance
 - Jurisdictions
 - Toll Roads
- Transfers
 - Transfers from residents/non-residents (at TMC or at METRO P&R)
 - Between service types
- College, university, and other partnerships
- Customer category
 - Seniors
 - People with disabilities
 - Other

Deliverable: Technical memorandum documenting fare options for further analysis

Task 3 Document Peer Comparisons (TTI)

TTI will document current fare structure and prices for peer transit agencies. TTI will define a set of peers based on service area demographics, transit modes, and type of governance. TTI will collect information about peer fare structure and fare levels, with appropriate additional data as available from each peer for ridership, farebox recovery, and fare media. The peer data will permit comparison to Fort Bend Public Transportation current fares and proposed fare options.

Deliverable: Technical memorandum documenting the peer comparisons and findings

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Task 4 Research Technology and Fares (TTI)

TTI will document Fort Bend County Public Transportation's new technology for fare payment and compare to the different fare technologies used by other transit agencies in the region, including Houston METRO. TTI will evaluate the impact of Fort Bend County Public Transportation's new fare technology on fare policy and fare payment options, including but not limited to the following:

- Revenue sharing
- Transfer policy and practice
- Fare payment by cash
- Other feasible applications given new fare hardware/software (Trapeze with chip card)

Deliverables: Technical memorandum documenting the impact of technology on fare options

Task 5: Evaluate Fare Options (Sub-NRE)

TTI will evaluate options for a revised fare structure and fare levels. TTI will first document a methodology for evaluation of options for a revised fare structure and fare levels. The evaluation may include quantitative and qualitative criterion. All evaluation criteria will relate to the goals for the agency's fare policy and the findings for Tasks 1-4. TTI will then prepare a preliminary evaluation of the options for a revised fare structure and fare levels. TTI will present the findings for discussion with Fort Bend County Public Transportation and appropriate stakeholders. TTI will complete the final evaluation of options for a revised fare structure and fare levels. The final evaluation will address Fort Bend County Public Transportation and appropriate stakeholder comments.

Deliverables: (1) Methodology for evaluation of options for a revised fare structure and fare levels (2) Technical memorandum documenting the preliminary evaluation of fare options, and (3) Technical memorandum documenting the final evaluation of fare options

Task 6: Develop Presentation Materials and Attend Meetings (TTI and Sub-NRE)

TTI will assist Fort Bend County Public Transportation to discuss the fare policy and fare structure with stakeholders members of the Fort Bend County Commissioners Court, transit users, sponsor agencies, the general public as appropriate. Researchers will prepare materials for presentations to the Fort Bend County Commissioners Court (2 to 3 meetings) and public meetings (2 to 3 meetings). Researchers will document any public input and responses.

- Present to Commissioners (2 to 3 meetings)
- Public meetings (2 to 3 meetings)

Deliverables: Presentation materials and report summarizing public input (as appropriate)

Task 7 Final Report (TTI)

TTI will prepare a final report documenting the completed project. The report will be a compilation of the Technical Memorandum from previous tasks. TTI will prepare a draft report for review and comment by Fort Bend County Public Transportation staff. TTI will incorporate revisions in the draft report, as appropriate based on feedback from staff. TTI will submit a final report.

Deliverables: (1) Draft report for comment, and (2) Final report

SCHEDULE A

Fort Bend County Public Transportation Revenue Research and Analysis Schedule

	Original Schedule	Revised Schedule	
Subtask 1	Fare History and Policy Goals	Immediately following NTP	December 2014
Subtask 2	Define Fare Options	September 2014	January 2014
Subtask 3	Peer Comparison	September-October	December 2014-January 2015
Subtask 4	Research Technology and Fares	September-October	December 2014-January 2015
Subtask 5	Evaluate Fare Options	October-November	February-March 2015
Subtask 6	Develop Presentation Materials	October-December	March-May 2015
Subtask 7	Final Report	January 2015	May 2015