

FORT BEND COUNTY

WSP, USA INC.

KP George
KP George, County Judge 8-6-2019

James L. Caughorn
Authorized Agent- Signature

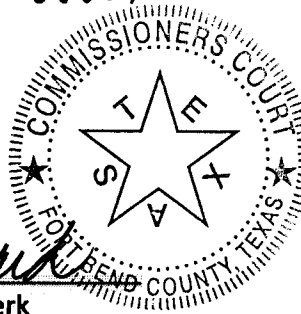
James L. Caughorn
Authorized Agent- Printed Name

Area Manager
Title

7/30/2019
Date

ATTEST:

Laura Richard
Laura Richard, County Clerk



Reviewed By:

Perri D'Armond
Perri D'Armond, Public Transportation Director

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$44,549.02 to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant
Robert Ed Sturdivant, County Auditor

ATTACHMENT A



ATTACHMENT A SCOPE OF WORK

Fort Bend County Public Transportation Planning Service

Long-Term Financial Strategies

Fort Bend County (FBC) Public Transportation has asked WSP and Nancy R. Edmonson (WSP Team) to develop long-term financial strategies to address issues affecting the long-term financial strength of FBC Public Transportation.

To develop the long-term financial strategies, the WSP Team will complete the following tasks:

Task 1 - Investigate Long-Term Financial Issues

Task 1.1 - FTA's Formula Funding program

A portion of FBC Public Transportation service area is within the Houston Urbanized Area (UZA). Within Houston UZA, METRO is the only designated recipient of various FTA's formula funding including:

- Section 5307 Urbanized Area Formula Grants;
- Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Formula Grants; and
- Section 5339 Buses and Bus Facilities Program Grants

Currently, FBC Public Transportation receives these funds through METRO. Under this task, the WSP Team will review and analyze the FBC Public Transportation's current receipts from FTA's various formula funding program and investigate if there are any options for receiving these funds directly rather than from METRO. Specifically, the WSP Team will analyze the pro and cons for FBC Public Transportation to become a direct recipient for FTA funding. The WSP Team will also evaluate if it is cost effective for FBC Public Transportation to become a direct recipient.

In addition to the urban funds, FBC Public Transportation currently receives rural funds through the Texas Department of Transportation (TxDOT) from the FTA's 5311 & 5339 grant programs. The WSP Team will also look at the FBC Public Transportation's

Long-Term Financial Strategies

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current receipts and use of these funds for its rural operations as well as the possibility of receiving rural funds through FTA's 5310 program.

Task 1.2 - Indirect Transit Cost Allocation

The WSP Team will develop a cost allocation process to allocate indirect transit costs incurred by Fort Bend County (e.g., legal, procurement) for reporting on TxDOT's Public Transportation Division and FTA's National Transit Database. The WSP Team will also recommend timeframe to implement the cost allocation process. The WSP Team will coordinate the analysis with County Auditor in addition to FBC Public Transportation staff to ensure that the recommendations are implementable at the County.

Task 1.3 - ADA Paratransit Service

The WSP Team will analyze the projected need to start complementary ADA paratransit service in FBC and the potential impact on operating costs for FBC Public Transportation.

Task 1 Deliverables

- Technical memo of long-term financial issues investigated.

Task 2 - Develop Long-Term Financial Strategies

The WSP Team will look strategically at FBC Public Transportation's long-term financial strategy, considering the issues covered in Task 1 and other issues affecting operating expenses, capital expenses, and grant funding.

Task 2.1 - Review of Projected Operating and Capital Expenses

With input from FBC Public Transportation, the WSP Team will project FBC's operating and capital expenses for the short term (FY 2020-2025) and long-term (FY 2026-FY2035). These projections will then form the basis for the funding needs to be covered in the remaining Task 2 sustasks. These projections will include estimates of the number of peak buses operated each year to see when FBC Public Transportation crosses the 100 bus threshold that affects the use of certain federal grant funds.

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Task 2.2 – Strategies of Maximizing the Use of Section 5307 Funds

The WSP Team will review and exam the MAP 21 cap on the use of Section 5307 grants for operating costs. Specifically, the WSP Team will

- Estimate how long FBC will be able to use at Section 5307 funds for operating costs under the cap
- Strategies to maximize the use of Section 5307 funds for operating such as shifts of operating costs to capital costs

Task 2.3 – Investigate and Recommend Other Grant Funding Sources for Operating Cost

The portion of FBC that is not in the Houston UZA is still considered rural, and FBC Public Transportation receives rural funds from the FTA's Section 5311 & 5339 program through the TxDOT. The WSP Team will look to see whether FBC Public Transportation is maximizing its use of these funding sources for its rural operations and other funds administered by TxDOT.

The WSP Team will investigate other funding opportunities (federal, state, and local) for operating and capital costs, including toll credits, in-kind contributions, advanced spending authority, and dedicated local sources. The research will be supplemented by case studies of other suburban transit agencies/operators. The WSP Team will also analyze the pros and cons of each identified funding type.

Task 2 Deliverables

- Technical memo of long-term financial strategies

ATTACHMENT B



WSP USA

wsp.com

Attachment B: Cost Proposal

	Hourly Rate	Task 1	Task 2	Total
		Labor (Hours)		
Nancy R. Edmonson				
Nancy Edmonson	\$150.00	33	47	80
Ross Griffey	\$65.00	8	20	28
Subtotal		\$5,470.00	\$8,350.00	\$13,820.00
WSP				
Sina Raouf	\$297.30	2	2	4
Bin Wang	\$149.15	4	4	8
Joseph Boateng	\$101.18	2	2	4
Russell Koff	\$129.59	10	10	20
Sean Libberton	\$261.58	48	47	95
Subtotal		\$15,245.30	\$14,983.72	\$30,229.02
Total Labor Cost		\$20,715.30	\$23,333.72	\$44,049.02
Nancy R. Edmonson				
Direct Expenses				\$250
WSP				
Direct Expenses				\$250
Total Direct Expense				\$500
Total Cost				\$44,549.02

ATTACHMENT C



Attachment C: Work Schedule

	2019				
	Jul	Aug	Sep	Oct	Nov
Task 1			▲		
Task 2					▲

▲ Indicates deliverables

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
 2019-522913

Date Filed:
 07/30/2019

Date Acknowledged:
 08/06/2019

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

WSP USA INC.
 Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

County of Fort Bend, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

19-PT-500002-A3, R15-072, WA#8
 Professional Planning Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	WSP USA Inc.	New York, NY United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)