

**MASTER RESEARCH AGREEMENT**  
**Between**  
**TEXAS A&M TRANSPORTATION INSTITUTE**  
**And**  
**FORT BEND COUNTY**

**WORK AUTHORIZATION NO. 1**

**AMENDMENT NO. 1**

This Amendment (the "Amendment") is entered into by and between Fort Bend County, a political subdivision of the State of Texas (hereinafter referred to as "County"), and the **Texas A&M Transportation Institute**, a member of The Texas A&M University System ("System") and an agency of the State of Texas, having its principal place of business at 400 Harvey Mitchell Parkway South, Suite 300, College Station, Texas 77845 (hereinafter referred to as "TTI").

WHEREAS, County and TTI entered into a Master Research Agreement (the "Agreement") effective as of March 8, 2016, whereby except as otherwise specified herein, the terms and conditions of that Agreement are incorporated by reference into this Work Authorization; and

THAT, WHEREAS, County and TTI also accepted and executed Work Authorization No. 1 (the "Work Authorization") to the Agreement on March 8, 2016; and

NOW, THEREFORE, the Parties hereto agree to amend Work Authorization No. 1 by a) deleting Subtask 3 "Technical Memorandum and Subtask 4 "Technical Memorandum", and b) reducing the payment amount for Services provided. The revised Work Authorization No. 1 and Revised Scope of Work shall read as follows:

1. Statement of Work. TTI has completed all work requested by Fort Bend County. While completing the work it was determined and agreed that the remaining tasks were not required. All work completed by TTI is satisfactory and complete. The revised Statement of Work is attached as Exhibit A-1.
2. Price and Payment. The total fixed price for this Task Order is hereby reduced from \$17,990 to \$8,995 and reflects payment for work completed.
3. Reports. TTI shall submit the following reports to County:


<b>Report</b>	<b>Due Date</b>
Subtask 1 Technical Memorandum	On or before March 31, 2016
Subtask 2 Updated Title VI Program Document	On or before March 31, 2016
<del>Subtask 3 Technical Memorandum</del>	<del>On or before March 31, 2016</del>
<del>Subtask 4 Technical Memorandum</del>	<del>On or before April 29, 2016</del>

Except as provided herein, all other terms and conditions of the Agreement and Work Authorization shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to Work Authorization No. 1 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION  
INSTITUTE**

**FORT BEND COUNTY**

By: 

By: \_\_\_\_\_

Title: Agency Director

Title: \_\_\_\_\_

Date: July 8, 2016

Date: \_\_\_\_\_

## REVISED EXHIBIT A-1

### STATEMENT OF WORK

#### WORK AUTHORIZATION NO. 1

##### **Purpose: Renew Title VI Program**

FBC's Title VI program is due to be renewed with the Federal Transit Administration (FTA) in April, 2016. TTI will assist FBC to update existing Title VI program documents, policies, and procedures with current demographic information.

##### **Subtasks:**

###### **1. Review Existing Title VI Program**

- TTI will review FBC's existing Title VI program (last updated in 2013) to document necessary updates. This review will compare the existing Title VI program with current best practices, FTA guidance and rulemakings, new/updated FBC policies and practices (such as the agency's new fare policy) and other sources as relevant. Additionally, TTI will review data used (demographic and service information) in the existing Title VI program to summarize necessary data and analysis updates.
- Title VI Program sections to be reviewed:
  - i. FTA guidance and instructions
  - ii. Fort Bend County operating environment
  - iii. Transit service assessment
  - iv. Transit accessibility for people with limited English proficiency (LEP)
  - v. Title VI policies and procedures
  - vi. Public information and LEP plan
  - vii. Large urban area considerations

###### **Subtask 1 Deliverables:**

- A technical memorandum outlining the necessary updates to FBC's current Title VI program.

###### **2. Update Title VI Program Data/Policies as Required**

- TTI will produce narrative and analysis for all Title VI Program sections that require updating, as identified under Subtask 1. This effort will include demographic analysis of FBC's service area as well as assessment of transit accessibility for LEP populations and development of mitigations for any found issues with access.

###### **Subtask 2 Deliverables:**

- An updated version of FBC's Title VI Program incorporating new narrative and analysis.

###### **~~3. Title VI Analysis of Fare Policy and Structure~~**

- ~~Title VI analysis is required when a transit agency makes significant changes to its service or policies to ensure that such changes do not disproportionately impact at-risk populations. TTI will assist FBC staff to develop and conduct a Title VI analysis of the agency's new fare policy and updated fare structure to discover potential adverse impacts and develop impact mitigations. To identify potential impacts, TTI will analyze the demographics of FBC's service area and ridership~~



to determine the proportion of the population that may be adversely affected by the fare policy and structure changes. This task will document/evaluate the following (at minimum):

- i. FBC's service area and ridership demographics (race, languages spoken, household income, and other variables as relevant)
- ii. The effect(s) of FBC's fare policy/structure on Title VI protected and low income populations
- iii. Best practices for mitigating adverse impacts on at-risk populations
- iv. Potential strategies for FBC to mitigate found impacts (as available)

**Subtask 3 Deliverables:**

- A technical memorandum describing demographic findings, potential impacts, and best practice strategies for impact mitigation (as available).
- Support FBC staff to develop a formal Title VI analysis and strategy document for FBC to submit to FTA for review and approval.

**4. Amend fare policy and structure per Subtask 3 (Title VI Analysis of Fare Policy and Structure) if required by findings**

- TTI will amend the fare policy and fare structure developed during the previous project, "Analysis of Fare Policy and Practices" (completed in December 2015) to include Title VI mitigations.
- *This task will only be executed if the Title VI analysis completed during Subtask 3 finds that FBC must mitigate adverse conditions introduced by the agency's new fare policy and structure.*

**Subtask 4 Deliverables:**

- Technical memorandum documenting Title VI mitigation strategies/policies/programs.

**5. Provide assistance to FBC staff to respond to commentary, questions, and other feedback regarding updated Title VI program documents, as needed.**

**Schedule by Task by Month:**

	Mar	Apr	May	June
1 Review Existing Title VI				
2 Update Title VI				
3 Analyze Fare Policy per Title VI				
4 Amend Fare Policy per Title VI				
5 Assistance to FBC staff as needed				