

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

**WORK AUTHORIZATION NO. 3**

This Work Authorization No. 3 (the "Work Authorization") 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.

NOW, THEREFORE, the Parties hereto agree as follows:

1. Statement of Work. TTI agrees to use its reasonable efforts to perform the work of the project as set forth in **Exhibit A** (the "Project"). Any change to this Project, including the identity of the Principal Investigator(s) as specified in Section 2 of the original Agreement will be made effective only by a written amendment to this Work Authorization signed by both parties.
2. Principal Investigator. The Project will be supervised by Zachary Elgart, 713-613-9241, z-elgart@tti.tamu.edu, the Principal Investigator who will manage the Project on behalf of TTI.
3. County Technical Point of Contact. County designates Tennille M. Jones, Deputy Director, 281-633-7433, Tennille.Jones@fortbendcountytexas.gov, as the primary point of contact to provide data and information as needed by the TTI project team consistent with the statement of work for this Work Authorization.
4. Period of Performance. The research shall be conducted during the period September 1, 2016 through June 30, 2017 and will be subject to extension only by mutual written agreement of both parties.
5. Price and Payment.
  - a. As consideration and compensation for TTI's performance of this Work Authorization, County agrees to pay TTI the fixed price amount of \$81,600 (the "Fixed Price") in accordance with the following schedule: four quarterly payments of \$20,400 each (upon execution of the Task Order; November 30, 2016; March 31, 2017; and June 30, 2017).
  - b. The Fixed Price is based on the budget of the Project set forth in **Exhibit A**. Changes that affect costs such as County requested revisions to **Exhibit A** or marked differences that affect the initial price will be approved in advance by County. The revisions to **Exhibit A** and the additional funds will be added to this Work Authorization by an amendment signed by both parties.

- c. The maximum amount payable under this Work Authorization is \$81,300. This amount is based upon fees set forth in **Exhibit B**.
- d. Payment to the Consultant for the services established under this Work Authorization shall be made in accordance with Section 5 of the Agreement.

6. Reports. TTI shall submit the following reports to County:

<b>Report</b>		<b>Due Date</b>
1A	Cost allocation workbook	October 31, 2016
1B	Technical memorandum documenting cost allocation methodology, references to reporting for PTN-128 and National Transit Database.	October 31, 2016
2A	Technical memorandum documenting budget specific findings.	March 30, 2017
2B	Technical memorandum documenting impacts of service growth and regulations	April 30, 2017
3A	Technical memorandum documenting budget specific findings.	March 30, 2017
3B	Technical memorandum documenting competing industries, regulations, and other impacts.	April 30, 2017
4A	Technical memorandum documenting regulations.	February 28, 2017
4B	Presentation and complementary documentation for fare policy presentation.	February 28, 2017

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

IN WITNESS WHEREOF, the parties have caused this Work Authorization No. 3 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION  
INSTITUTE**

**FORT BEND COUNTY**

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

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

Title: Agency Director

Title: County Judge

Date: August 18, 2016

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

**EXHIBIT A**  
**STATEMENT OF WORK**  
**WORK AUTHORIZATION NO. 3**

**Fort Bend County Public Transportation Department Operating and Policy Review**

**Purpose:**

The Fort Bend County Public Transportation Department (FBC) is expanding transit services. The transit department contracted for design of a new operations and maintenance facility. TTI will assist FBC to develop strategies for adapting to these changes by conducting research on the following subjects:

- Personnel requirements for FBC's new operations and maintenance facility;
- Fare policy;
- Transit staff retention;
- Cost allocation for rural and urban service areas; and
- Opportunities for FBC to participate in intercity bus feeder service.

**Tasks:**

1. Facilitate Development of a Cost Allocation Model

Cost allocation is a financial planning technique for distributing costs among funding sources or to individual routes, services or jurisdictions. FBC requests TTI assistance to develop a cost allocation plan for transit services in rural and urbanized areas.

- 1.1. TTI will work with FBC staff to produce a cost allocation workbook.
- 1.2. TTI will document the procedures and data sources including instructions on reporting data to PTN-128 and the National Transit Database.
- 1.3. Using the outcome of subtask 1.1, TTI will suggest strategies to optimize the use of each of FBC's revenue sources.

*Deliverables:*

- 1A. Cost allocation workbook.*
- 1B. Technical memorandum documenting cost allocation methodology, references to reporting for PTN-128 and National Transit Database.*

2. Review Requirements for the New Operations and Maintenance Facility

FBC is constructing a new operations and maintenance facility and will relocate to this new location in 2017. FBC requests TTI to gather information about staffing and facility management practices from comparable transit agencies. Findings from this task will be presented according to current needs/conditions and future (five and ten year) scenarios/conditions.

- 2.1. TTI will document industry standards and best practices for subjects such as, managing transit facilities (i.e. on-site building specific staff and security), provision of work facilities/equipment for contracted vehicle maintenance crews, and flexible use of space to accommodate future uses and changing agency priorities.
- 2.2. TTI will document the expected service growth and assess the potential organizational impacts of this change, including staffing, policies, organizational hierarchy, maintenance, and other subjects as relevant.

- 2.3. TTI will review the FAST Act and determine what regulations, if any, affect FBC's new operations and maintenance facility.

*Deliverables:*

- 2A. *Technical memorandum documenting budget specific findings.*
- 2B. *Technical memorandum documenting impacts of service growth and regulations*

### 3. Research Staff Retention

FBC employs executive, administrative, and professional (EAP) staff to achieve its mission of providing transit service. FBC seeks TTI assistance to examine causes and possible solutions to the ongoing challenge of retaining staff. FBC finds that employees leave employment with the County after a few years of service. In some cases these employees have returned. FBC wants to understand what factors affect longevity within the department and what actions might encourage employees to stay with FBC longer.

- 3.1. TTI will review and document FBC's current organizational chart, staffing levels, job descriptions, salary schedule, description of employee benefits, and historical practice for salary adjustment based on cost of living or merit. TTI will talk with FBC management about the job functions that are of greatest concern (up to five job functions/job titles). TTI will not request employee-specific data. FBC will anonymize all information before delivering to TTI.
- 3.2. TTI will collect information from peer public transit agencies, including public transit agencies in the Houston region, to document the following information (as available):
  - Organization, staffing levels, and job descriptions for functions of concern to FBC ;
  - Compensation (including pay, benefits, and other relevant information) for relevant job functions;
  - Policies for: adjusting compensation, based on cost of living or merit or both; and
  - Strategies to retain staff beyond compensation enhancement.
- 3.3. TTI will document other local governments and transportation industries in the Houston region that may be attracting staff from FBC ("competing industries") and, as available, the compensation levels and employee benefits for similar job functions.
- 3.4. TTI will document relevant 2016 changes in the U.S. Department of Labor updated regulations governing the exemption of EAP employees from the minimum wage and overtime pay protections of the Fair Labor Standards Act (FLSA) and the impact the regulations may have on FBC's employment policies and retention strategies.

*Deliverables:*

- 3A. *Technical memorandum documenting budget specific findings.*
- 3B. *Technical memorandum documenting competing industries, regulations, and other impacts.*

### 4. Research Fare Policy

FBC will present a proposed fare policy to the Fort Bend County Commissioners Court. In anticipation of this presentation, FBC requests TTI to research additional information about federal regulations and local government requirements for modified fares (such as half-fares, promotions,

and emergency free-fares). FBC requests TTI assistance to prepare a presentation to present the proposed fare policy to the Commissioners Court.

- 4.1. TTI will document all relevant regulations at the federal, state, and local levels related to modified transit fares.
- 4.2. TTI will develop a presentation designed to inform the Commissioners Court about previous work developing FBC's proposed fare policy. To complement the presentation, TTI will produce informative documentation (e.g. handouts, infographics, or brochures).
- 4.3. TTI will be available for a period not to exceed three months to answer questions from Commissioners.

*Deliverables:*

- 4A. *Technical memorandum documenting regulations.*
- 4B. *Presentation and complementary documentation for fare policy presentation.*

**Schedule:**

Schedule by Task by Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1 Cost allocation														
2 Review O&M facility														
3 Research salaries and competition														
4 Present final fare policy														

**EXHIBIT B  
BUDGET**

**WORK AUTHORIZATION NO. 3**

*Budget by Expense Type (Rounded to \$10):*

TTI Labor	\$53,230
TTI Operating Expense	\$2,160
TTI Administrative OH	\$26,210
<b>Total Fixed Price</b>	<b>\$81,600</b>

*Budget by Task (Rounded to \$10):*

Task	% of Total	Budget	Est. Hours	Deliverable
1 Cost allocation	12%	\$9,800	128	October 2016
2 Review O&M facility	30%	\$24,600	319	March 2017
3 Research salaries and competition	39%	\$32,100	417	March 2017
4 Present final fare policy	18%	\$15,100	195	February 2017
<b>Total</b>	<b>100.0%</b>	<b>\$81,600</b>	<b>1,059</b>	