

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

**WORK AUTHORIZATION NO. 4**

This Work Authorization No. 4 (the "Work Authorization") is entered into by and between **Fort Bend County**, a political subdivision of the State of Texas (hereinafter referred to as "FBC"), 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, FBC 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. TTI 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. FBC Technical Point of Contact. FBC designates Yvette Maldonado, Finance & Administration Manager, 281-633-7433, yvette.maldonado@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 January 2, 2018 through July 31, 2018 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, FBC agrees to pay TTI the fixed price amount of \$67,000 (the "Fixed Price") in accordance with the following schedule: 50% upon execution of the contract and 50% upon completion and acceptance of the deliverable for the Project.
  - b. The Fixed Price is based on the budget of the Project set forth in **Exhibit A**. Changes that affect costs such as FBC requested revisions to **Exhibit A** or marked differences that affect the initial price will be approved in advance by FBC. 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 \$81,600. This amount is based upon fees set forth in **Exhibit B**.
- d. All invoices to FBC under this Agreement shall be submitted to the following address:

Fort Bend County  
Public Transportation Department  
Attn: Accounts Payable  
12550 Emily Court, Ste 400  
Sugar Land, TX 77478  
OR  
transit@fortbendcountytexas.gov

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

Report		Due Date
D1	Documentation of findings from best practices research and formalized Standard Operating Procedures	May 31, 2018
D2	Summary of O&MP best practices and documentation of findings from review contractor provided O&MP documents	June 30, 2018

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. 4 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION  
INSTITUTE**

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

Title: Associate Executive Director

Date: 12/21/2017

**FORT BEND COUNTY**

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

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

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

**EXHIBIT A**  
**STATEMENT OF WORK**  
**WORK AUTHORIZATION NO. 4**

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

**Background:**

The Fort Bend County Public Transportation Department's (FBC) contract with a private company to operate transit services will expire on September 30, 2018. Currently, FBC's contracted provider operates out of a mix of facilities. As of this writing, FBC is in the process of constructing a new publically-owned O&M facility and will transition to this facility during fiscal 2019 so that all administration, operations, and maintenance activities take place in the same location.

**Purpose:**

FBC requests TTI assistance to:

- Facilitate development of standard operating procedures (SOP) for the new FBC O&M facility including a review of potential approaches to public/private responsibilities when a contractor operates from a publically-owned O&M facility.
- Review the Operations and Maintenance Plans produced by the construction contractor for the new FBC facility as compared to best practices for such documentation.

**Subtasks:**

1. Research policies and practices for transit operations and facilitate development of standard operating procedures.

FBC is anticipating future growth and the upcoming transition to the transit agency's new facility. To prepare for these changes, FBC requested that TTI research best practices for transit standard operating procedures (SOPs) and assist FBC staff to develop SOPs for FBC based on the research findings. Specifically, FBC staff is interested in learning more about operational issues that drive administrative decisions including contracting, purchasing, and service planning, as well as documentation of responsibilities by department.

**TTI will:**

- a. Document Fort Bend County policies and practices that govern decision making for contracting, purchasing, service planning, and other relevant/related subjects as well as FBC's responsibilities as delegated by the County's procurement department and policies.
- b. Document FTA guidelines for contracting, purchasing, service planning, and other relevant/related subjects.
- c. Document best practices for managing contractor responsibilities when operating in publicly owned facilities. This review will include information, as available, about: regulating contractor use of shared facilities, responsibility for facility maintenance, and enforcement of facility rules and regulations.
- d. Conduct a Strengths, Challenges, Opportunities, and Threats (SCOT) analysis to evaluate the different approaches to public-private responsibilities in a shared public facility. The analysis will consider quantitative and qualitative factors.
- e. Develop a summary that documents guidance, policies, and practices that affect FBC operations, organized by issuer (i.e. County, FTA, etc.).
- f. Collect examples of SOPs from other transit agencies in Texas and some examples nationally.

- g. Summarize examples of SOPs to document best practices and common considerations.
- h. Review findings with FBC staff to determine which findings are applicable to FBC's existing operations and address staff expectations for future considerations.
- i. Develop conceptual SOPs according to staff feedback and facilitate a workshop with appropriate staff to assess and amend concepts.

*Deliverable: Documentation of findings from best practices research and formalized Standard Operating Procedures (D1).*

## 2. Review Operation and Maintenance Plans for new FBC Facility.

FBC will transition to its new facility in 2019. This facility will house administration, operations, and vehicle maintenance. As part of the standard construction process, FBC's construction contractor will produce and deliver Operations and Maintenance Plans (O&MP) for all facility equipment. To ensure consistent and thorough facility management FBC requested that TTI research examples of transit facility operations and maintenance manuals to summarize best practices and confirm the LAN O&MP are sufficient.

TTI will:

- a. Collect examples of facility O&MP or similar documents from other public transit agencies to document best practices. Data collection efforts will consist of a literature and peer review. The peer review will include direct contact with peer transit agencies in Texas and nationally to develop a peer comparison.
- b. Review O&MP provided by FBC's contractor to identify areas that require additional clarity or guidance.

*Deliverable: Summary of O&MP best practices and documentation of findings from review contractor provided O&MP documents (D2).*

*NOTE: If the construction contractor delivers the O&MP documents outside of the planned schedule for this task, TTI will work with FBC to amend the task schedule as needed.*

**Schedule:**

Task	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1										
2										
<b>Deliverables</b>								D1	D2	

**EXHIBIT B**  
**BUDGET**

**WORK AUTHORIZATION NO. 4**

***Budget by Expense Type:***

TTI Labor	\$43,685
TTI Operating Expense	\$1,788
TTI Indirect Cost	\$21,527
<b>Total Fixed Price</b>	<b>\$67,000</b>

***Budget by Task:***

Task 1	SOPs	\$47,000
Task 2	Operations and Maintenance Plans	\$20,000
<b>Total</b>		<b>\$67,000</b>