

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

WORK AUTHORIZATION NO. 4
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. 4 (the "Work Authorization") to the Agreement on January 23, 2018; and

NOW, THEREFORE, the Parties hereto agree to amend Work Authorization No. 4 by extending the period of performance, revising the statement of work, and updating the reports schedule. This amendment also corrects an error shown in the Price and Payment section of the original Work Authorization. The revised Work Authorization No. 4 shall read as follows:

1. Statement of Work. Exhibit A of the Work Authorization is hereby replaced in its entirety with Exhibit A-1.
2. Period of Performance. The research shall be conducted during the period January 2, 2018 through December 31, 2019 and will be subject to extension only by mutual written agreement of both parties.
3. Price and Payment. The total fixed price amount remains \$67,000. Section "c." is hereby corrected to read as follows:
 - c. The maximum amount payable under this Work Authorization is \$67,000. This amount is based upon fees set forth in Exhibit B.
4. Reports. TTI shall submit the following reports to FBC:

Report		Due Date
D1	Documentation of findings from best practices research and formalized conceptual SOPs	November 31, 2018
D2	Summary of O&MP best practices and outline of contractor expectations	June 30 , 2019
D3	Documentation of findings from review of contractor provided O&MP documents	September 30, 2019
D4	Updated Standard Operating Procedures to reflect O&MP tasks	December 31, 2019

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. 4 to be executed by their authorized representative.

TEXAS A&M TRANSPORTATION
INSTITUTE

FORT BEND COUNTY

By: 

By: _____

Title: Agency Director

Title: _____

Date: May 10, 2018

Date: _____

EXHIBIT A-1
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 conceptual SOPs (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. Develop outline of expectations for FBC's contractor to refer to when producing O&MP documents for the new facility.
- c. Review O&MP provided by FBC's contractor to identify areas that require additional clarity or guidance, specifically referring to the outlined expectations as developed in Subtask b.
- d. Incorporate specific operating procedures related to the O&MP provided by FBC's facility contractor in FBC's SOPs developed under Task 1.

Deliverables:

- *Summary of O&MP best practices and outline of contractor expectations (D2);*
- *Documentation of findings from review of contractor provided O&MP documents (D3); and*
- *Updated Standard Operating Procedures to reflect O&MP tasks (D4).*

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	Jan – Oct 2018	Nov 2018	Dec 2018	Jan – May 2019	June 2019	July – Aug 2019	Sept 2019	Oct – Nov 2019	Dec 2019
1									
2									
Deliverables		D1			D2		D3		D4