

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

WORK AUTHORIZATION NO. 6

This Work Authorization No. 6 (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, 737-932-1481, 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 Tennille Jones, Community Relations Manager, 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 from December 11, 2018 through June 30, 2019 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 \$25,000 (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 \$25,000. This amount is based upon fees set forth in **Exhibit A**.
- 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
WA6-D1	Subtask 1: A technical memorandum outlining the necessary updates to FBCs current Title VI Program	January 31, 2019
WA6-D2	Subtask 2: An updated version of FBCs Title VI Program incorporating new narrative and analysis	March 15, 2019
WA6-D3	Subtask 3: Deliverables Package	May 31, 2019

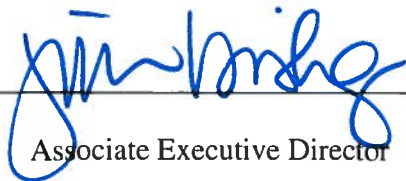
7. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

IN WITNESS WHEREOF, the parties have caused this Work Authorization No. 6 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION
INSTITUTE**

FORT BEND COUNTY

By: _____


Associate Executive Director

By: _____

Title: _____

Title: _____

Date: _____

12/04/2018

Date: _____

EXHIBIT A
STATEMENT OF WORK
WORK AUTHORIZATION NO. 6

2019 Title VI Program Update and Training Assistance

Purpose:

Fort Bend County's Title VI program is due to be renewed with the Federal Transit Administration (FTA) in April 2019. TTI will assist FBC to update existing Title VI program documents, policies, and procedures with current demographic information and develop products that facilitate knowledge transfer and staff training so that FBC staff can execute future Title VI program updates and analyses more easily.

Subtasks:

1. Review Existing Title VI Program

- TTI will review FBC's existing Title VI Program (last updated in March 2016) 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 (if any) 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 and updated:
 - 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 (WA6-D1).

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 potential mitigations for any found issues.

Subtask 2 Deliverables:

- An updated version of FBC's Title VI Program incorporating new narrative and analysis (WA6-D2).

3. Develop knowledge transfer and professional development tools.

- TTI will develop guidance and tools to enable FBC to execute future Title VI program updates in-house, as follows:
 - i. Guidance – TTI will review available best practices documentation to develop a Title VI Handbook for FBC that documents required Title VI actions or responsibilities in the following sections (as well as other sections as relevant):

- 1.Ongoing
- 2.Service and fare changes
- 3.Program updates
- ii. Analysis training materials – Step-by-step explanation of prior FBC Title VI equity analyses and general demographic analysis to contribute to staff trainings or as a review document during future analysis efforts.
- iii. Tools – TTI will develop tools to assist FBC in maintaining compliance with Title VI. This will include:
 - 1.Checklists to track Title VI program update status and inputs
 - 2.Spreadsheets to execute Title VI required data analyses

Subtask 3 Deliverables (WA6-D3):

- Handbook documenting best practices.
- Analysis training materials.
- Tool package – checklists and spreadsheets for managing Title VI activities and updates.

Schedule:

		2018	2019				
Schedule by Subtask by Month		Dec	Jan	Feb	Mar	Apr	May
Subtask 1	Review Existing Title VI Program to Document Necessary Updates						
Subtask 2	Update Title VI Program						
Subtask 3	Develop Knowledge Transfer and Professional Development Tool						
Deliverables			WA6-D1		WA6-D2		WA6-D3

Budget:

Budget By Subtask		% of Total	Budget
Subtask 1	Review Existing Title VI Program to Document Necessary Updates	13.1%	\$3,300
Subtask 2	Update Title VI Program	41.5%	\$10,400
Subtask 3	Develop Knowledge Transfer and Professional Development Tool	45.4%	\$11,300
Total		100.0%	\$25,000