

FORT BEND COUNTY

WSP, USA INC.

KP George, County Judge



Authorized Agent- Signature

James L. Caughorn

Authorized Agent- Printed Name

Area Manager

Title

8/2/2019

Date

ATTEST:

Laura Richard, County Clerk

Reviewed By:

Perri D'Armond, Public Transportation Director

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ _____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

ATTACHMENT A

SCOPE OF WORK

Fort Bend County Public Transportation Planning Service

Short-Term Financial Strategies

Fort Bend County (FBC) Public Transportation has asked WSP and Nancy R. Edmonson (WSP Team) to assist in assessing the financial impact on contractor rates once the transit operations have moved to the new Fort Bend County-owned and federally funded building in November 2019. FBC Public Transportation currently uses the services of a turnkey provider for the daily operations and maintenance of the transit fleet in delivery of commuter, point deviation, and demand response services. The new facility will collocate all administrative and operations programs into one facility.

The tasks to complete the short-term financial impact include:

Task 1 - Recommendation for reduced rates for the contractor with the provision of the new facility by FBC

Task 2 - Recommendation for reduced rates for the contractor with the provision of oil and lubricants by FBC

Task 3 - Financial impact of operating in-house vs contractor

The WSP Team will analyze the financial impact of operating in-house vs contractor and the effects on grant reimbursement. The WSP Team will also conduct financial analysis to determine if it is more cost efficient for FBC to conduct vehicle maintenance by contractor.

Task 4 - Analysis of FTA's circular 9030.1E and 9040.1G to determine the percent of bus service contract allowed for capital assistance and the methodology and justification for the new allocation.

Task 5 - Final Deliverable

The WSP Team will provide technical memo describing the financial impact of the new FBC-owned facility on the transit operations and providing short-term financial strategies in term of operations, building and vehicle maintenance, grant reimbursement and the allocation of FTA's capital grants on bus service operations.

ATTACHMENT B

Short-Term Financial Strategies

Scope of Work

June 28, 2019

Attachment B: Cost Proposal

	Hourly Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
		Labor (Hours)						
Nancy R. Edmonson								
Nancy Edmonson	\$150.00	6	10	5	11	10	6	48
Ross Griffey	\$65.00	2	2	2	2	2	2	12
Subtotal		\$1,030.00	\$1,630.00	\$880.00	\$1,780.00	\$1,630.00	\$1,030.00	\$7,980.00
WSP								
Sina Raouf	\$297.30	0	0	0	0	0	2	2
Bin Wang	\$149.15	0	0	0	0	0	4	4
Joseph Boateng	\$101.18	0	0	0	0	0	4	4
Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,596.92	\$1,596.92
Total Labor Cost		\$1,030.00	\$1,630.00	\$880.00	\$1,780.00	\$1,630.00	\$2,625.92	\$9,575.92
Nancy R. Edmonson								
Direct Expenses								\$200.00
WSP								
Direct Expenses								\$200.00
Total Direct Expense								\$400.00
Total Cost								\$9,975.92

ATTACHMENT C

Short-Term Financial Strategies

Scope of Work

June 28, 2019

Attachment C: Work Schedule

	2019					
	Jul	Aug	Sep	Oct	Nov	Dec
Task 1						
Task 2						
Task 3						
Task 4						
Task 5						

▲ Indicates deliverables