

ATTACHMENT C

**WORK AUTHORIZATION NO.1
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section XIV of Professional Services Agreement entered into by and between Fort Bend County, and Kimley Horn & Associates, Inc. (the Contractor), on the 23rd day of March, 2010.

PART I. The Contractor will perform professional services generally described as Transportation Planning in accordance with the project description attached hereto and made a part of this Work Authorization. The Constructor's Scope of Work, Labor Estimate, and Schedule are further detailed in Exhibits A and C, respectively, which are attached hereto and made a part of the Work Authorization.

PART II. The maximum amount payable under this Work Authorization is \$240,000. This amount is based upon fees set forth in Attachment A.

PART III. Payment to the Contractor for the services established under this Work Authorization shall be made in accordance with Section II of the Agreement.

PART IV. This work Authorization shall become effective on the date of final acceptance of the parties hereto and shall terminate on March 31, 2011, unless extended by a supplemental Work Authorization as provided in the Agreement.

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

IN WITNESS WHEREOF, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

THE CONTRACTOR


(Signature)

BRANDON GUILLERY
(Printed Name)

ASSOCIATE
(Title)

04/06/2010
(Date)

FORT BEND COUNTY, TEXAS


(Signature)

Robert Hebert
(Printed Name)

County Judge
(Title)

April 13, 2010
(Date)

LIST OF EXHIBITS

Exhibit A	Scope of Work
Exhibit B	Cost/Payment Agreement
Exhibit C	Schedule/Milestones

4/14/10 copy received

**Fort Bend County Transportation Planning Services
Kimley-Horn Team
Exhibit A**

**Work Authorization No. 1
Scope of Services**

Task 1 Development of Short and Long Range Transportation Improvement Plans

**Invoicing: 33.3% Completion -- \$55,000
 66.6% Completion -- \$55,000
 100.0% Completion -- \$55,000**

1.1 Baseline Short Range CIP Document

Conduct a four hour workshop with FBC Transportation Dept. staff and key specialists from the KHA Consultant Team for project team orientation and to exchange requests for information/documentation. The workshop should include as a minimum Paulette Shelton and her designated staff; Sam Lott, Joe Willhite, Lee Anne Dixon; Lucy Ayers of Zarinkelk Engineering; Zina Schwartz of AIA, Nancy Edmonson of Edmonson Transportation Consulting, and a designated person from Klotz Associates.

A specific focus of the workshop will be to assemble a list of projects that will serve as a Baseline Short Range CIP list for immediate use and ongoing reference as the full Long Range and Short Range Transportation Improvement Programs are developed over time. A technical memorandum will be prepared documenting the considerations and the conclusions of the workshop, including an appropriately formatted Baseline Short Range CIP document.

Deliverable: Technical Memorandum: Baseline Short Range CIP Development

1.2 FBC Transit System Inventory

An inventory will be prepared of FBC Transit System equipment, facilities and services, as well as the additional information listed below:

- Operational statistics log and information on forecasts of vehicle mid-life overhauls and end-of-life replacement
- Review and recommendation of current bus service configuration/bus stops and a conversion program from present service
- Inventory of most frequent demand-responsive service trip origins/destinations
- Inventory of contracted services
- Inventory of technology applications, including:
 - Automated vehicle location (AVL) system
 - ITS / communication systems
 - Dispatching/computer systems

The work will also provide an initial assessment of the benefits of more aggressive ITS/AVL technology applications to enhance the current bus services within the existing FBC service limits. All findings will be documented in a technical memorandum. In addition, it will facilitate the preparation of several other documents that describe the specific plan for vehicle replacement and for the implementation of ITS tools/systems.

Deliverables: Technical Memorandum: FBC Transit System Inventory and Technology Overview
Technical Memorandum: Vehicle Replacement Plan

1.3 Agency and Key Stakeholder Preliminary Visioning Exercise

The Consultant will conduct a series of ten meetings with FBC officials and staff, as well as other key stakeholders to listen to their own vision of transit service and service providers required to meet the future mobility needs of Fort Bend. The findings of the meetings will be summarized in a technical memorandum to be used as a directional overlay for development of the Short and Long range transportation plans.

Deliverable: Technical Memorandum: Agency/Key Stakeholder Preliminary Visioning Meeting Notes

1.4 Changes in Federal Funding Criteria and Impact to Fort Bend County

Prepare a white paper that summarizes information available on the evolving FTA Funding criteria. The white paper will provide an initial set of considerations and guidelines to help identify the most important aspects to consider as the full Long Range and Short Range Transportation Improvement Programs work programs are developed (ref. Task 1.5 below).

Deliverable: Technical Memorandum: Overview of Strategic FTA Funding Considerations

1.5 Long-Range and Short-Range Transportation Improvement Plans

The consultant will develop a Long-Range Transportation Improvement Plan for Fort Bend County (FBC) that will include an Implementation Plan highlighting a phased schedule of implementation that will lead to recommendations of Short, Medium, and Long Range Projects. It is with this phased approach that the consultant will work with FBC staff and stakeholders to derive a series of projects that facilitates mobility, and maintains a long-term view so as to not prohibit future improvements. The proposed outline for this document is below.

- Identify Principal Transportation Corridors, Study Area and Travel Patterns
- Assess Current and Planned Transportation System Needs within Principal Transportation Corridors
- Develop Goals, Objectives and Evaluation Criteria
- Project Future Travel Demand and Transportation Corridor Capacity
- Identification and Preliminary Evaluation of Transit Technologies
- Assessment of High Level Transit Alternatives
- Refinement and Assessment of Initial Transit Alternatives
- Assessment of Transportation Refinements and Finalize Plan
- Phased Short/Medium/Long Range Implementation Plan

- Refined Capital Improvement Plan
- Financial Plan
- Monitoring Plan

Deliverable: DRAFT Report: Short Range Transportation Improvement Plan
Report: Long-Range Transportation Improvement Plan

Task 2 Intelligent Transportation Systems Support

Invoicing: 33.3% Completion -- \$20,000
66.6% Completion -- \$20,000
100.0% Completion -- \$20,000

2.1 Preparation of an ITS Systems Master Plan

Review, revise and complete the ITS Systems Engineering Design Manual that has been partially assembled by FBC staff, based on the FTA ITS information provided by FBC. Working with FBC Transportation Department staff and other County staff, as required, revise and complete the Manual and the associated draft RFP to a level suitable for the initiation of procurement process of the ITS communications equipment selected and the associated installation in FBC transit vehicles. The Systems Engineering Design Manual addresses Mobile Data Terminals (MDT), Automatic Vehicle Location (AVL), voice and data communications equipment, fare collection equipment and media for transit passenger fare management, and Interactive Voice Response (IVR) equipment to assist in the management of demand responsive and commuter transit service.

In addition to the current draft document describing the process whereby the recommended technology recommendations have been developed, this task work will include the addition to the Manual of a systems level functional diagram with suitable definition of the various subsystem equipment, and a description of how each subsystem will interface with the main office dispatching and scheduling system. The task work will also address the performance requirements of the individual subsystems as well as the performance goals of the complete operating system. The task work will evaluate and quantify the human resources that will be required to install and operate the system equipment for the current FBC operations, once implemented, and the forecasted operations in 2015.

In addition to the Manual document, the work will include the completion of the draft Request for Proposal (RFP) document where by the FBC staff recommended equipment will be procured. The task work will revise and refine the RFP document, based on the experience of the Consultant with the purchase of similar equipment from ITS equipment vendors. Where and when needed, staff will participate in pre-bid conference(s), assist with responding to vendor questions, and providing expertise and assistance with requests for approved equals up to a total effort of 260 man-hours under this entire Sub-Task 1.4.

Deliverables: Report: ITS Systems Engineering Master Plan
Updated Draft RFP Document for ITS Equipment

2.2 Support of the TranStar Video Communications Link Implementation Program

The Consultant will support the cooperative project work of Fort Bend County, City of Sugar Land, and TxDOT that will be implementing a communications linkage between the Sugar Land Traffic Management Center, the TranStar Traffic Management Center and Fort Bend County. The task work will provide for 80 man-hours of effort to assist with interagency coordination/communications, technical support, and in particular the review and advisement of FBC concerning the program's appropriate compliance with associated federal funding requirements.

Task 3 Development of Texas Medical Center Service Operating Plan

Invoicing: 33.3% Completion -- \$5,000

66.6% Completion -- \$5,000

100.0% Completion -- \$5,000

The Consultant will work with FBC staff, Texas Medical Center staff, and H-GAC staff to develop and prepare a complete program for commuter bus service to Texas Medical Center from Fort Bend County, including routes and schedules. The complete operations plan will be summarized in a technical memorandum that will document the following work elements:

- Provide assistance to FBC staff with confirming the allowable drive times for the bus routes.
- Produce graphical illustrations of the bus stop locations at both the Texas Medical Center and the Fort Bend County ends of the routes.
- Assist FBC staff in the design of the marketing pieces and the marketing distribution plan for the new routes and schedules.

The Consultant will also assist FBC with the preparation of a presentation on the new Fort Bend County services to Texas Medical Center and will assist FBC staff in making contact and presenting the program to Texas Medical Center stakeholder institutions.

Deliverable: Technical Memorandum: Texas Medical Center Service Operating Plan

Presentation Materials: Fort Bend County to Texas Medical Center Commuter Bus Service

Fort Bend County Transportation Planning Services
Kimley-Horn Team
Exhibit B

Work Authorization No. 1
Cost/Payment Agreement

The Kimley-Horn Team will perform the Scope of Services identified within Work Authorization #1 for a lump sum fee of \$240,000.		
Fees will be invoiced by Task (i.e., Task 1, Task 2, Task 3) upon completion of 33.3%, 66.6% and 100.0% of each Task.		
Work Authorization #1	Hours	Dollars
Task 1 Initializing Long Range Planning Work Program		\$165,000
1.1 Baseline Short Range CIP Document	58	
1.2 FBC Transit System Inventory	76	
1.3 Agency and Stakeholder Preliminary Visioning Exercise	84	
1.4 Overview of Strategic FTA Funding Considerations	108	
1.5 Long and Short Range Transportation Improvement Plans	855	
Task 2 Intelligent Transportation Systems Support		\$60,000
2.1 Preparation of an ITS Systems Master Plan	270	
2.2 Support of the TranStar Video Communications Link Implementation Program	105	
Task 3 Development of Texas Medical Center Service Operations Plan		\$15,000
3.1 Preparation of a Texas Medical Center Service Operations Plan	114	
Totals	1670	\$240,000

Exhibit B2 (cont.): Estimate of Hours by Firm

Kimley-Horn	Est. Hours
Principal	20
Sam Lott	195
Sr. Planner II	75
Lee Anne Dixon	165
Joe Willhite	223
Planner I	200
Analyst / Technician	154
Administrative Staff	94

Klotz	Est. Hours
Principal	0
Rick Liesse	58
Kevin Tyer	80
Analyst	0
Administrative Staff	0

NR Edmonson Transportation Consulting	Est. Hours
Nancy Edmonson	86

AIA Engineers	Est. Hours
Principal	0
Zina Schwartz	20
Laura Fuller	20
Saritha Padhirae	40
Craig Cook	0
CADD Tech	0
Administrative Staff	0

Gateway Planning Group	Est. Hours
Principal	0
Scott Polikov	30
Sr. Planner	20
Planner	0
Administrative Staff	0

Zarinkelk Engineering Services	Est. Hours
Giti Zarinkelk	20
Lucie Ayer	70
Sobhan Alitavoli	100
Roshan Moayed	0
Tajinzar Rayazi	0

Estimate of Total Hours	1670
--------------------------------	-------------

Exhibit C

Fort Bend County Transportation Planning Services Kimley-Horn Team Draft Work Authorization No. 1

Schedule/Milestones

Task 1 Development of Short and Long Range Transportation Improvement Plans

Scope Reference – Milestone	Completion Date
1.1 – Technical Memorandum: <u>Baseline Short Range CIP Development</u>	May 15, 2010
1.2 – Technical Memorandum: <u>FBC Transit System Inventory and Technology Overview</u>	April 30, 2010
1.2 – Technical Memorandum: <u>Vehicle Replacement Plan</u>	April 30, 2010
1.3 – Technical Memorandum: <u>Agency/Key Stakeholder Preliminary Visioning Meeting Notes</u>	June 30, 2010
1.4 – Technical Memorandum: <u>Overview of Strategic FTA Funding Considerations</u>	June 15, 2010
1.5 – <u>DRAFT Report – Short Range Transportation Improvement Plan</u>	September 30, 2010
1.5 – <u>Report – Long Range Transportation Improvement Plan</u>	January 15, 2011

Task 2 Intelligent Transportation Systems Support

Scope Reference – Milestone	Completion Date
2.1 – Technical Memorandum: <u>ITS Systems Master Plan (50% Completion Draft)</u>	April 30, 2010
2.1 – Technical Memorandum: <u>ITS Systems Master Plan</u>	May 31, 2010
2.1 – Updated Draft RFP – <u>ITS Equipment</u>	May 15, 2010

Task 3 Development of Texas Medical Center Service Operating Plan

Scope Reference – Milestone	Completion Date
Technical Memorandum: <u>Texas Medical Center Service Operating Plan</u>	April 20, 2010
Presentation Materials: Fort Bend County to Texas Medical Center Commuter Bus Service	August 30, 2010