

**FORT BEND COUNTY TRANSPORTATION
AND
LOWERY TRANSIT CONSULTING, LLC**

WORK AUTHORIZATION 1

Activity 1: Short-Range Financial Plan

1. Develop a 5-year short-range financial plan that will include:
 - Estimates of the department's expenses by major category (contracted services, general administrative, capital, etc.);
 - Estimates of potential revenue sources, including federal, state, and local grants, required local match, etc.
 - Match estimated expenses and revenue based on grant eligibility and federal rules applicable to each funding source.
2. As requested, develop presentation materials for briefing(s) to County management and staff.
3. As requested, attend meeting(s) with County management and staff to review the short-range financial plan.

Schedule / milestones Activity 1

- | | |
|--|----------|
| • Complete draft 5-year plan, scenario 1 | 03/15/13 |
| • Complete revision(s) to scenario 1 | 03/29/13 |
| • Complete draft 5-year plan, scenarios 2 & 3 | 04/30/13 |
| • Complete revision(s) to scenarios 2 & 3 | 05/24/13 |
| • Complete additional revisions to 5-year plan | 12/31/13 |
| • Complete presentation materials | TBD |
| • Complete briefing(s) to FBC staff | TBD |

Note: to be determined (TBD) dates will be established by FBC Transportation staff.

Activity 2: Shared Regional Funding

1. Develop multi-year plan to use as basis for negotiating with Houston METRO the amounts of Section 5307, 5310, 5316 or other eligible formula funds to be shared between METRO (as the Houston Urbanized Area's Designated Recipient) and Fort Bend County Transportation in FYs 2012-2016.
2. Develop presentation materials, as needed, for briefing(s) between FBC staff and METRO.

3. Participate as required in discussions with FBC staff and METRO.

Schedule / milestones Activity 2

- Complete draft schedule for FY2012-FY2014 funding schedule 03/08/13
- Complete draft multi-year formula funding schedule 10/31/13
- Complete revisions to formula funding schedule 12/02/13
- Complete briefing(s) to FBC & METRO staff As needed
- Complete revisions to regional funding schedule 12/31/13

Activity 3: Staff Training

1. Provide training for FBC Transportation staff in federal and state grants management, including general grant requirements, interpretation of FTA circulars, usage of FTA's TEAM grants management software / system, and similar activities.

Schedule / milestones Activity 3

- On-going throughout period of performance, with training sessions on individual topics established at the convenience of FBC staff availability thru 12/31/13

Activity 4: Grant Reports

1. Working with FBC Transportation staff, develop a grant tracking schedule(s) to identify assigned grant funds, third party contracts charged to individual grants, expenses charged to individual contracts and grants, available balances on individual contracts and grants, reimbursements received for expenses submitted for payment, and issues associated with completing grant-funded contracts and grants.
 - Schedules will track to individual FTA Activity Line Item (ALI) level, and well as to total(s) by each grant.
 - Schedules will be developed in format acceptable to and usable by FBC Transportation staff.

Schedule / milestones Activity 4

- Develop grant report(s) format that includes information Agreed upon with FBC staff thru 12/31/13

Activity 5: MAP 21

1. As needed, develop, analyze, and brief appropriate parties regarding potential revisions to MAP 21, as the legislation affects FBCT operations and funding. Activity would include preparation of schedules, back-ground materials, or other required data.

Schedule / milestones Activity 4

- Develop analyses and schedules as agreed with
FBCT staff thru 06/30/14

See Attachment 1 for Work Authorization 1's period of performance, budget and not-to-exceed amount.

ATTACHMENT 1

WORK AUTHORIZATION 1

SCOPE	START DATE	END DATE	APPX		WORK BUDGET	TRAVEL BUDGET(a)	MISC RPTS PRINTING (b)	NTE TOTAL (c)	
			# WORK HOURS						
Activity 1	03/01/13	12/31/13	200		\$30,000	\$2,200		\$32,200	Short range financial plan
Activity 2	03/01/13	12/31/13	80		\$12,000			\$12,000	Shared regional funding
Activity 3	03/01/13	12/31/13	250		\$37,500			\$37,500	Staff training
Activity 4	03/01/13	12/31/13	250		\$37,500			\$37,500	Grant reports
Activity 5	03/01/13	12/31/13	250		\$37,500	\$2,200		\$39,700	MAP 21 planning
Printing							\$2,000	\$2,000	
TOTAL			1,030		\$154,500	\$4,400	\$2,000	\$160,900	

Notes

(a) Travel budget includes 4 trips to coordinate long-range budgets: 2 trips to TxDOT and 2 trips to FTA at the not-to-exceed amounts shown below, in accordance with Fort Bend County's travel policy. Mileage for driving personal vehicle (using current IRS reimbursement rate) may be submitted in lieu of air fare, up to the amount of the air fare expense. Travel expenses will be eligible for reimbursement only if incurred on FBCT directed out of town trips.

(b) Miscellaneous Reports / Printing is intended to cover specialty report printing or other materials preparation as directed by FBC staff.

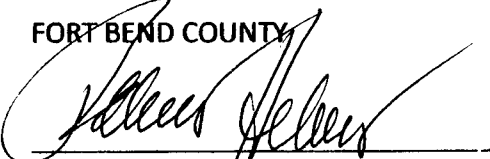
(c) Payment requests will be submitted twice monthly, based on actual hours worked, miscellaneous costs, or / and travel expenses incurred.

Disclaimer

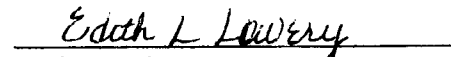
The above estimate represents the estimated approximate number of hours and associated costs by category. However, the Work Authorization will not exceed the total wage amount of \$154,500, miscellaneous costs of \$2,000, and total travel budget of \$4,400.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 26th day of February, 2013.

FORT BEND COUNTY



Robert E. Hebert, County Judge

LOWERY TRANSIT CONSULTING, LLC


Authorized Agent- Signature

EDITH L. LOWERY
Authorized Agent- Printed Name

ATTEST:


Dianne Wilson, County Clerk

PRESIDENT
Title

02/21/2013
Date

