

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

WORK AUTHORIZATION NO. 1

This Work Authorization No. 1 (the "Work Authorization") 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 _____, 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. Principal Investigator. The Project will be supervised by Zachary Elgart, 713-613-9241, z-elgart@tti.tamu.edu, the Principal Investigator who will manage the Project on behalf of TTI.
3. County Technical Point of Contact. County designates Tennille M. Jones, Deputy Director, 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 March 1, 2016 through June 30, 2016 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, County agrees to pay TTI the fixed price amount of \$17,990 (the "Fixed Price") in accordance with the following schedule: 50% upon execution of the contract, 50% upon completion of project and submittal of final deliverable.
 - b. The Fixed Price is based on the budget of the Project set forth in **Exhibit A**. Changes that affect costs such as County requested revisions to **Exhibit A** or marked differences

that affect the initial price will be approved in advance by County. 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 \$17,990. This amount is based upon fees set forth in **Exhibit B**.
 - d. Payment to the Consultant for the services established under this Work Authorization shall be made in accordance with Section 5 of the Agreement.
6. Reports. TTI shall submit the following reports to County:

Report	Due Date
Subtask 1 Technical Memorandum	On or before March 31, 2016
Subtask 2 Updated Title VI Program Document	On or before March 31, 2016
Subtask 3 Technical Memorandum	On or before March 31, 2016
Subtask 4 Technical Memorandum	On or before April 29, 2016

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. 1 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION
INSTITUTE**

By: 

Title: Agency Director

Date: March 1, 2016

FORT BEND COUNTY

By: 

Robert Hebert
Title: County Judge

Date: March 8, 2016

EXHIBIT A

STATEMENT OF WORK

WORK AUTHORIZATION NO. 1

Purpose: Renew Title VI Program

FBC's Title VI program is due to be renewed with the Federal Transit Administration (FTA) in April, 2016. TTI will assist FBC to update existing Title VI program documents, policies, and procedures with current demographic information.

Subtasks:

1. Review Existing Title VI Program

- TTI will review FBC's existing Title VI program (last updated in 2013) 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 (such as the agency's new fare policy) 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:
 - 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.

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 mitigations for any found issues with access.

Subtask 2 Deliverables:

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

3. Title VI Analysis of Fare Policy and Structure

- Title VI analysis is required when a transit agency makes significant changes to its service or policies to ensure that such changes do not disproportionately impact at-risk populations. TTI will assist FBC staff to develop and conduct a Title VI analysis of the agency's new fare policy and updated fare structure to discover potential adverse impacts and develop impact mitigations. To identify potential impacts, TTI will analyze the demographics of FBC's service area and ridership

to determine the proportion of the population that may be adversely affected by the fare policy and structure changes. This task will document/evaluate the following (at minimum):

- i. FBC's service area and ridership demographics (race, languages spoken, household income, and other variables as relevant)
- ii. The effect(s) of FBC's fare policy/structure on Title VI protected and low income populations
- iii. Best practices for mitigating adverse impacts on at-risk populations
- iv. Potential strategies for FBC to mitigate found impacts (as available)

Subtask 3 Deliverables:

- A technical memorandum describing demographic findings, potential impacts, and best practice strategies for impact mitigation (as available).
- Support FBC staff to develop a formal Title VI analysis and strategy document for FBC to submit to FTA for review and approval.

4. Amend fare policy and structure per Subtask 3 (Title VI Analysis of Fare Policy and Structure) – if required by findings

- TTI will amend the fare policy and fare structure developed during the previous project, "Analysis of Fare Policy and Practices" (completed in December 2015) to include Title VI mitigations.
- *This task will only be executed if the Title VI analysis completed during Subtask 3 finds that FBC must mitigate adverse conditions introduced by the agency's new fare policy and structure.*

Subtask 4 Deliverables:

- Technical memorandum documenting Title VI mitigation strategies/policies/programs.

5. Provide assistance to FBC staff to respond to commentary, questions, and other feedback regarding updated Title VI program documents, as needed.

Schedule by Task by Month:

	Mar	Apr	May	June
1 Review Existing Title VI				
2 Update Title VI				
3 Analyze Fare Policy per Title VI				
4 Amend Fare Policy per Title VI				
5 Assistance to FBC staff as needed				

EXHIBIT B

BUDGET

WORK AUTHORIZATION NO. 1

Budget by Expense Type (Rounded to \$10):

TTI Labor	\$11,480
TTI Operating Expense	\$740
TTI Administrative OH	\$5,770
Total Fixed Price	\$17,990

Budget by Subtask (Rounded to \$10):

	Subtask	% of Total Cost	Budget	Hours
1	Review Existing Title VI	13.6%	\$2,450	34
2	Update Title VI	34.8%	\$6,260	87
3	Analyze Fare Policy per Title VI	34.8%	\$6,260	87
4	Amend Fare Policy per Title VI	16.8%	\$3,020	42
	TOTAL	100%	\$17,990	250