

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

**WORK AUTHORIZATION NO. 5**

This Work Authorization No. 5 (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 Todd Hansen, 713-613-9205, t-hansen@tti.tamu.edu, the Principal Investigator who will manage the Project on behalf of TTI.
3. FBC Technical Point of Contact. FBC designates Yvette Maldonado, Finance & Administration Manager, 281-633-7433, yvette.maldonado@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 February 1, 2018 through April 30, 2018 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 \$15,000 (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 \$15,000. 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

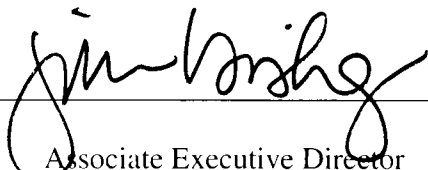
- 6. Reports. TTI shall submit the following reports to FBC:

	<b>Report</b>	<b>Due Date</b>
D1	Summary Document of Task 1 Findings	March 31, 2018
D2	Training Coursebook	April 30, 2018
D3	Training Powerpoint Presentation	April 30, 2018

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

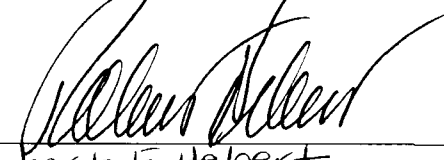
IN WITNESS WHEREOF, the parties have caused this Work Authorization No. 5 to be executed by their authorized representative.

**TEXAS A&M TRANSPORTATION INSTITUTE**

By:   
 Associate Executive Director  
 Title: \_\_\_\_\_

Date: 01/05/2018

**FORT BEND COUNTY**

By:   
 Robert E. Hebert  
 Title: County Judge

Date: 2-6-2018

**EXHIBIT A**  
**STATEMENT OF WORK**  
**WORK AUTHORIZATION NO. 5**

**Fort Bend County Public Transportation Department Data Collection and Reporting Training**

**Background:**

The Fort Bend County Public Transportation Department's (FBC) contract with a private company to operate transit services will expire on September 30, 2018. Currently, FBC's contracted provider operates out of a mix of facilities. As of this writing, FBC is in the process of constructing a new publically-owned O&M facility and will transition to this facility during fiscal 2019 so that all administration, operations, and maintenance activities take place in the same location.

**Purpose:**

TTI will provide technical assistance to Fort Bend County Transit by applying research tools and training related to data collection and data reporting. TTI will review current data collection practices of FBC, assess the practices for areas of potential improvement, develop a custom training incorporating examples of current practices, and conduct a one-day in-person training with Fort Bend County staff on data collection and subsequent reporting to the PTN-128 web system and the National Transit Database (NTD).

Researchers will use published research outcomes/tools to conduct the research including:

- NCHRP 373: *A Toolkit for Reporting Rural and Specialized Transit Data—Making Transit Count*
- PTN-128 Data Reporting Manual
- Making Dollars & Sense of Transit Finance
- NTI NTD Urban Data Reporting

The TTI Transit Mobility Program provides research and technology transfer expertise in all aspects of public transportation planning, management and operations. Program researchers bring a combination of direct operational skills in fixed route, paratransit, commuter bus and fixed guideway transit; and nationwide research experience in metropolitan, urban and rural transit systems. Research projects result in practical, actionable recommendations for enhancing transit access, efficiency, effectiveness, safety, funding and sustainability.

**Subtasks:**

1. TTI will meet with Fort Bend County staff and review agency's current operating and financial data including method of data collection and reporting. TTI will compare methodologies to best practices identifying strengths and opportunities.

Key report types:

- Driver Manifests
- Scheduled Service
- Operational Expenses
- Capital Purchases
- Invoicing & Reimbursement
- Chart of Accounts

*Deliverable: Summary Document of Task 1 Findings (D1).*

2. Prepare curriculum and customize coursebook to include FBC specific considerations for data collection and reporting. Specific training topics:
  - a) How to collect and report financial data and identify common errors
    - i. Accrual accounting
    - ii. Reporting Applied Revenues
    - iii. Requirements for reporting of contributed services
    - iv. Purchased transportation reporting of fares, capital and purchase of service from another transit district
  - b) Reporting fleet and safety data
  - c) New features and reports in the web system
    - i. Adding revenue sources to worksheets
    - ii. Inputting data by travel mode
    - iii. Reports by time period, district, and agency
  - d) How to review quarterly/annual data submittals - Quality Control Checklist
  - e) Reporting Emergency Service
  - f) Rules for Federal Funding programs
  - g) State funding formula - how it works
  - h) Fiscal year reporting deadlines for PTN-128 and NTD

*Deliverable: Training Coursebook (D2)*

3. Conduct a one-day transit district training class on data collection and reporting with applicable Fort Bend County Transit staff. Upon completion of training, staff will understand of the following:
  - Federal and state requirements for data reporting
  - National Transit Database definitions and key forms
  - PTN-128 system data screens and demonstrations
  - How to collect, report operating data and identify common errors

*Deliverable: Training Powerpoint Presentation (D3)*

**Schedule:**

Task	Mar '18	Apr '18
1		
2		
3		
<b>Deliverables</b>	<b>D1</b>	<b>D2 + D3</b>

**Budget:**

Task 1	Data collection, observation, performance measurement	\$3,900
Task 2	Prepare Curriculum and Customize Coursebook	\$7,200
Task 3	Deliver Training	\$3,900
<b>Total</b>		<b>\$15,000</b>