



A PROFESSIONAL LIMITED LIABILITY COMPANY

202 Century Square Blvd. | Sugar Land, TX 77478 | 281.500.6050

September 20, 2018

(Via Electronic Mail)

Dear Judge and Commissioners:

The Board of Directors of the Fort Bend Grand Parkway Toll Road Authority (the "Authority") reviewed the following item at their regular meeting held on September 19, 2018, and make the following recommendation to Commissioners Court:

1. Approval of budget for fiscal year ending September 30, 2019;
2. Approval of supplemental engagement letter with The Muller Law Group, PLLC;
3. Approval of Agreement for the Provision of Toll Enforcement, Incident Management, and Law Enforcement Services;
4. Approval of TML insurance policy renewal;
5. Approval of Supplemental Agreement No. 2 with RS&H, Inc.; and
6. Approval of Supplemental Agreement No. 3 with TransCore, LP.

Copies of the related documents are attached. Please place these items for consideration by Commissioners Court on the agenda for the meeting scheduled on September 25, 2018.

As always, if you should have any questions regarding this matter, please don't hesitate to contact any member of the Board of Directors or the Authority's consultants.

Very truly yours,

A handwritten signature in blue ink that reads "Richard Muller".

Richard Muller
Attorney for the Authority

**SUPPLEMENTAL AGREEMENT NO. 2
TO
AGREEMENT OF NOVEMBER 16, 2016
FOR
PROFESSIONAL SERVICES for
Fort Bend Grand Parkway Toll Road Authority**

This Supplemental Agreement is made and entered into this 19 day of September 2018, and modifies the MASTER SERVICE AGREEMENT between Fort Bend Grand Parkway Toll Road Authority and RS&H, Inc., dated November 16, 2016 for professional services for the Fort Bend Grand Parkway Toll Road Authority.

The agreement is hereby modified as follows:

1. 'Term of Service' listed in Attachment A is replaced with the following:

"Services shall be provided from October 1, 2018 through September 30, 2019 (twelve months).

2. 'Compensation' listed in Attachment A is replaced with the following:

"RS&H, Inc. will perform the scope of services outlined in this scope for an amount not-to-exceed \$170,725.07."

[Remainder of page intentionally left blank.]

**EXHIBIT A-1
ATTACHMENT A
ADDITIONAL SCOPE OF SERVICES**

**FORT BEND GRAND PARKWAY TOLL ROAD AUTHORITY
TOLL COLLECTION SYSTEM MAINTENANCE AND OPERATIONS SUPPORT**

BACKGROUND

The Fort Bend Grand Parkway Toll Road Authority (FBGPTRA) operates a tolled highways within Fort Bend County, Texas. Ongoing toll systems maintenance and operations consulting support is needed to assist with contractor oversight, toll system vendor oversight, and interoperable partner coordination.

SCOPE

Specific details of these services consist of the following:

1. Participate in Project Meetings, Workshops (if necessary), and Presentations with:
 - a. FBGPTRA
 - b. Consultants
 - c. Others (as requested)
2. Assist the Authority in monitoring the existing roadside toll collection systems and violation processing systems to ensure:
 - a. Compliance with contractual performance measures
 - b. Transaction level reconciliation
 - i. Routine transaction roadside audits
 - ii. Routine Lane to VPS to IOP reconciliations
 - iii. Scripted driving tests
 - c. Financial reconciliation
 - i. Routine Lane to VPS to IOP reconciliations
 - d. Scripted driving tests and revenue posting
 - e. Adherence to business rules
 - i. Routine reviews
 - f. Viability and Disaster Recover and Business Continuity processes and plans
 - g. Operational compliance
 - i. Operational testing
3. Assist the Authority in coordination with interoperable partners coordination and interoperable hub reconciliation
 - a. Participate in IOP status meetings
 - b. Review monthly reconciliations and adjustments
 - c. Review IOP Hub enhancements or modifications
 - d. Determine if FBGPTRA changes affect IOP partners
 - e. Participate in IOP issues and resolution process

4. Provide assistance to the Authority when implementing system enhancements, bug fixes, and ongoing system maintenance
 - a. Review change requests and/or release notes for any system modifications
 - b. Monitor any system hardware, software, and configuration changes
5. Provide professional services related to tolling infrastructure design, coordination, and conceptual planning as required
6. Provide FBCTRA periodic updates with regard to toll industry trends in technology, legislation, funding, etc.

TERM OF SERVICE

Services shall be provided from October 1, 2018 through September 30, 2019 (twelve months).

COMPENSATION

RS&H, Inc. will perform the scope of services outlined in this scope for an amount not-to-exceed \$170,725.07.

Exhibit B Fee Estimate - Operations and Maintenance Support

October 2018 through September 2019

Name	Role	Rate	1	2	3	4	5	6	7	8	9	10	11	12	Hours	Cost
Palmer	Project Manager	\$295.70													0	\$0.00
Raines	Sr. System Analyst	\$244.38	50	50	50	50	50	50	50	50	50	50	50	50	600	\$146,625.07
Vemular	Consultant	\$150.00	12	12	12	12	12	12	12	12	12	12	12	12	144	\$21,600.00
			62	62	62	62	62	62	62	62	62	62	62	62	744	\$168,225.07
															Expenses	\$2,500.00
															Total	\$170,725.07

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2018-400382

Date Filed:
09/05/2018

Date Acknowledged:

9/19/18

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

RS&H, inc.
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Fort Bend Grand Parkway Toll Road Authority

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4845-6308-9722 / SA #2
Engineering and Consulting Services Related to Toll Operations and Systems

4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
			Controlling	Intermediary
	Bottaro, John J.	Jacksonville, FL United States	X	
	Cino, Maria	Jacksonville, FL United States	X	
	Debs, Joseph N.	Jacksonville, FL United States	X	
	Gaboury, David	Jacksonville, FL United States	X	
	Graves, E, Holt	Jacksonville, FL United States	X	
	Jenkins, Jr., Leerie T.	Jacksonville, FL United States	X	
	Puente, Henry	Jacksonville, FL United States	X	
	Ratliff, J. Ronald	Jacksonville, FL United States	X	
	Robert, Lisa M.	Jacksonville, FL United States	X	
	Sweeney, David T.	Jacksonville, FL United States	X	

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

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Fort Bend Grand Parkway Toll Road Authority

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4845-6308-9722 / SA #2

Engineering and Consulting Services Related to Toll Operations and Systems

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

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6 UNSWORN DECLARATION

My name is Cathy Scott, and my date of birth is [REDACTED].

My address is [REDACTED]
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Duval County, State of Florida, on the 5th day of September, 20 18.
(month) (year)

Cathy Scott

Signature of authorized agent of contracting business entity
(Declarant)