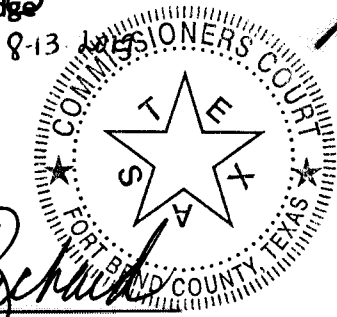


FORT BEND COUNTY

WSP, USA INC.

KP George
KP George, County Judge

James L. Caughorn
Authorized Agent- Signature



James L. Caughorn

Authorized Agent- Printed Name

Area Manager

Title

8/2/2019

Date

ATTEST:

Laura Richard
Laura Richard, County Clerk

Reviewed By:

Perri D'Armond
Perri D'Armond, Public Transportation Director

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ 9,975.92 to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant
Robert Ed Sturdivant, County Auditor

ATTACHMENT A

SCOPE OF WORK

Fort Bend County Public Transportation Planning Service

Short-Term Financial Strategies

Fort Bend County (FBC) Public Transportation has asked WSP and Nancy R. Edmonson (WSP Team) to assist in assessing the financial impact on contractor rates once the transit operations have moved to the new Fort Bend County-owned and federally funded building in November 2019. FBC Public Transportation currently uses the services of a turnkey provider for the daily operations and maintenance of the transit fleet in delivery of commuter, point deviation, and demand response services. The new facility will collocate all administrative and operations programs into one facility.

The tasks to complete the short-term financial impact include:

Task 1 - Recommendation for reduced rates for the contractor with the provision of the new facility by FBC

Task 2 - Recommendation for reduced rates for the contractor with the provision of oil and lubricants by FBC

Task 3 - Financial impact of operating in-house vs contractor

The WSP Team will analyze the financial impact of operating in-house vs contractor and the effects on grant reimbursement. The WSP Team will also conduct financial analysis to determine if it is more cost efficient for FBC to conduct vehicle maintenance by contractor.

Task 4 - Analysis of FTA's circular 9030.1E and 9040.1G to determine the percent of bus service contract allowed for capital assistance and the methodology and justification for the new allocation.

Task 5 - Final Deliverable

The WSP Team will provide technical memo describing the financial impact of the new FBC-owned facility on the transit operations and providing short-term financial strategies in term of operations, building and vehicle maintenance, grant reimbursement and the allocation of FTA's capital grants on bus service operations.

ATTACHMENT B

Short-Term Financial Strategies

Scope of Work

June 28, 2019

Attachment B: Cost Proposal

	Hourly Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
		Labor (Hours)						
Nancy R. Edmonson								
Nancy Edmonson	\$150.00	6	10	5	11	10	6	48
Ross Griffey	\$65.00	2	2	2	2	2	2	12
Subtotal		\$1,030.00	\$1,630.00	\$880.00	\$1,780.00	\$1,630.00	\$1,030.00	\$7,980.00
WSP								
Sina Raouf	\$297.30	0	0	0	0	0	2	2
Bin Wang	\$149.15	0	0	0	0	0	4	4
Joseph Boateng	\$101.18	0	0	0	0	0	4	4
Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,596.92	\$1,596.92
Total Labor Cost		\$1,030.00	\$1,630.00	\$880.00	\$1,780.00	\$1,630.00	\$2,625.92	\$9,575.92
Nancy R. Edmonson								
Direct Expenses								\$200.00
WSP								
Direct Expenses								\$200.00
Total Direct Expense								\$400.00
Total Cost								\$9,975.92

ATTACHMENT C

Short-Term Financial Strategies

Scope of Work

June 28, 2019

Attachment C: Work Schedule

	2019					
	Jul	Aug	Sep	Oct	Nov	Dec
Task 1						
Task 2						
Task 3						
Task 4						
Task 5						

▲ Indicates deliverables

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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**

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

Certificate Number:
2019-525119

WSP USA INC.
 HOUSTON, TX United States

Date Filed:
08/05/2019

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

Date Acknowledged:
08/13/2019

Fort Bend County, Texas

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.

RFP 15-072, WA 9
 professional services generally described as transportation planning assistance

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
WSP USA Inc.	New York, NY United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

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

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)