



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
BAY MINETTE, ALABAMA 36507  
(251) 937-0264  
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[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

MEMBERS  
DISTRICT 1. JAMES E. BALL  
2. MATTHEW P. MCKENZIE  
3. BILLIE JO UNDERWOOD  
4. CHARLES F. GRUBER

February 6, 2024

Sain Associates, Inc.  
358 Saint Louis Street  
Mobile, AL 36602  
ATTN: Kevin Harrison

**REFERENCE:** Contract for the Eastern Shore Metropolitan Planning Organization 2050  
Long Range Transportation Plan for the Baldwin County Commission

Dear Mr. Harrison:

The Baldwin County Commission during their regularly held meeting on February 6, 2024, authorized me, as Chairman, to execute the *Contract for Professional Services* between the Baldwin County Commission and your firm to develop the Eastern Shore Metropolitan Planning Organization 2050 Long Range Transportation Plan in the amount of **\$199,949.84**. The Contract is effective immediately upon the date of full execution.

Enclosed is a copy of the fully executed Contract for your file.

Please contact Seth Peterson, Baldwin County Highway Pre-Construction Manager at (251) 972-4055 or Sarah Sislak, Metropolitan Planning Organization Coordinator at (251) 990-4643 to coordinate this project.

Sincerely,

BILLIE JO UNDERWOOD, Chairman  
Baldwin County Commission

BJU:wg Item #CE8

Attachment

cc: Wanda Gautney, Purchasing Director  
Seth Peterson, Pre-Construction Manager  
Sarah H. Sislak, MPO Coordinator

January 25<sup>th</sup>, 2024

Ms. Wanda Gautney  
Purchasing Director  
Baldwin County Purchasing Department  
312 Courthouse Square, Suite 15  
Bay Minette, Alabama 36507



**S A I N**  
A S S O C I A T E S

358 Saint Louis Street  
Mobile, Alabama 36602  
Telephone: (205) 940-6420  
[www.sain.com](http://www.sain.com)

Subject: SA#230290 ESMPO 2050 LRTP

Dear Eastern Shore MPO,

We appreciate the opportunity to submit this proposal for planning services. Following is a description of our understanding of your project and the scope of services that we propose to undertake with the assistance of Volkert, Inc.

### **General Project Understanding**

As requested, we are transmitting this proposed scope of work to develop the long-range transportation plan (LRTP) for the Eastern Shore MPO (ESMPO). The scope of work reflects the project approach summarized in the proposal submitted to ESMPO in response to the Request for Qualifications (RFQ) that had a deadline of October 19<sup>th</sup>, 2023. This contract is subject to the terms and conditions of that RFQ. The key task requested is the document development and assuring compliance with federal LRTP requirements found in CFR 23.450.324 and the Infrastructure Investment and Jobs Act (IIJA).

### **Connectivity with Baldwin County Outside of ESMPO**

There will be one travel demand model (TDM) for Baldwin County. The area outside of the ESMPO study area boundary is covered in Sain's TDM project with Baldwin County dated December 2, 2022. The area inside the ESMPO Study Area boundary will be included in this scope. The 2023 updated ESMPO study area will be the geographic boundary for billing purposes. Any modeling done inside the ESMPO study area will be billed to this study. Any modeling done in Baldwin County outside of the ESMPO Study Area Boundary will be billed to the TDM project with Baldwin County. Any modeling in TransCAD as part of Task 4 Plan Development in this contract is not a part of the Baldwin County TDM Development scope of work. Although one county-wide campaign, socioeconomic projection efforts to 2050 will be separated for billing between ESMPO and outside of ESMPO.

### **Scope of Services**

To accomplish this scope of services, Sain will perform the following tasks:

#### **Task 1: Project Initiation**

- Gather background documents: Sain will obtain copies of previous relevant studies and plans including the previous long range transportation plan, bicycle/pedestrian plans, corridor studies, state-wide transportation, and freight plans. Existing and historical traffic counts and crash data in the ESMPO region will be obtained from ALDOT. Staff has already received the 2015/2045 TDM that was migrated from CUBE Voyager to TransCAD.
- Discuss regional priorities and concerns: Sain will meet with ESMPO staff for project initiation and to discuss regional priorities and concerns.



- Public engagement plan: The public engagement plan will be finalized with ESMPO at the project initiation meeting. With utilization of the MPO's existing web site, the public engagement plan will include a social media campaign to collect early input from citizens.

#### **Task 2: Existing Conditions Analysis**

- Review background documents: The background documents will be reviewed to determine their relevancy to the current ESMPO LRTP effort. Refinement to the TDM zonal structure, centroid connectors, and the local highway network will be reviewed and updated to accurately represent the loadings of future developments in the region.
- Assess existing data for each transportation asset type: Sain will review and summarize the state of each data source including traffic count data, the TDM, GIS shape files, crash data, Freight Analysis Framework data, and other data sources as determined by the study team. Data deemed to be questionable or requiring further investigation will be flagged during this process for MPO staff guidance.
- Synthesize information from background documents: The background documents will be summarized with the major findings and recommendations of each study highlighted.
- Update population and employment for model base year and base year network: Sain will update the current ESMPO travel model demographic files and highway networks to reflect the base model year as determined with ESMPO staff. The base year model inputs will be validated using FHWA guidelines and a validation summary will be included as an appendix to the long-range plan document.

#### **Task 3: Goal Setting & Performance Measure Development**

- Engage public to validate existing conditions and gather input on goals and performance measures: Sain will conduct one public meeting (in person or online) and one pop-up meeting as determined at the project initiation meeting with ESMPO.
- Workshop with ESMPO Technical Committee: A workshop will be conducted with the ESMPO Technical Committee to obtain local feedback on the goals and performance measures to be used in the planning analysis.
- Finalize goals and performance measures for each geographic context: Sain will use the input from the technical committee meeting, public meeting, and pop-up meeting to discuss performance measure standards as set forth in the IJJA.

#### **Task 4: Plan Development**

- Develop future year highway network and demographic files: Sain will update the TDM files in TransCAD including the highway networks and demographic files to reflect base year conditions. The 2020 model will be validated to within FHWA prescribed standards using 2020 Average Annual Daily Traffic (AADT) Counts provided by the Alabama Department of Transportation (ALDOT). The horizon year 2050 highway and demographic files will be prepared using the existing year 2020 zonal structure as the base. With input from ESMPO staff, Baldwin County staff, staff of municipalities with the MPO, and the Baldwin County Economic Alliance, socioeconomic data will be forecasted to year 2050



using existing demographic trends, statewide projections and forecasts, and southeast region projections and forecasts. An Existing and Committed (NO BUILD) future network will be created as a base future network. Additional projects between the years 2020 and 2050 will be added to create the year 2050 highway network.

- Assess network performance: The TDM will be used to summarize the highway performance metrics at the system and corridor level. Volume/Capacity (V/C) ratios will be created to develop a Level of Service (LOS) network that will be mapped in GIS for the existing and future years. Vehicle Miles Traveled (VMT) will be summarized for the region for the existing and future year scenarios. Crashes for the most recent five years will be plotted in GIS to highlight high crash locations in the region via a heat map. Deficiencies in the highway network in terms of capacity and accessibility will be identified. Deficiencies by surface transportation mode will be identified through coordination with BRATS and the Bicycle and Pedestrian Advisory Committee (BPAC). Accessibility to sidewalks, multi-use paths, bicycle facilities, and transit will be summarized in GIS with an emphasis on environmental justice communities and transportation equity using the Equitable Transportation Community Tool (ETC). The USDOT ETC Explorer tool uses 2020 Census Tracts and data, to explore the cumulative burden communities experience, because of an underinvestment in transportation, in the following five components: Transportation Insecurity, Climate and Disaster Risk Burden, Environmental Burden, Health Vulnerability, and Social Vulnerability.
- Compare performance metrics to goals/objectives: The performance metrics will be compared to the goals/objectives identified in the previous task.
- Prioritize the previous plan projects and new projects: The previous plan projects will be re-evaluated to determine if they still meet the goals and objectives of the citizens and stakeholders. The project lists will be updated accordingly. The Transportation Improvement Program (TIP) will be reviewed to capture if any federally aided projects have been initiated since the adoption of the last LRTP. New capacity and accessibility projects identified to address deficiencies in the future horizon years will be added to the project list as necessary. In conjunction with ESMPO committees and staff, a priority of projects will be presented. The projects will be scored as a function of mitigating traffic congestion, improving multi-modal accessibility, improving access to employment opportunities for low income residents, supporting economic development, public feedback, feasibility and constructability.
- Sort projects into short, intermediate, and long-term horizons with potential costs and logical funding sources: Planning level opinions of probable cost will be developed for each project in the plan. Costs for existing plan projects will be updated as necessary to reflect changes in project limits and inflation in material and labor costs. The plan project scores will be used in the prioritization process along with projected construction costs. Potential funding sources including federal, state, local, and private will be identified for each plan project.
- Financial revenue analysis: The proposed plan project costs will be summarized by horizon year (i.e. 2030, 2040, ...2050) and compared to the available funding sources. Projects will be re-sorted as necessary to ensure a balance between expected funding and planned



project costs to create a fiscally constrained L RTP. Any projects that do not have identified funding sources will be considered Visionary Projects.

- Public engagement: The draft fiscally constrained project list along with costs and funding sources will be summarized in a matrix format with a corresponding GIS map illustrating the proposed projects. Examples of similar projects will also be presented in cases where the plan project or concept is new to the region (e.g. non-conventional intersections, road conversions, etc.). A public meeting will be held at a central location as determined by ESMPO to maximize public participation.
- Meeting with ESMPO Technical Committee: The draft project list, costs, and potential funding sources will also be presented to the ESMPO Technical Committee. The project list will be finalized based on public input and ultimately Technical Committee approval. Projects with unavailable funding will be considered Visionary Projects.

#### **Task 5: Plan Rollout**

- Draft documentation: Technical Report & Executive Summary: The draft plan document Technical Report and Executive Summary will be prepared to summarize the regional setting, goals and objectives, existing conditions, future conditions, and next steps. Infographics will be used heavily in the Executive Summary to clearly illustrate the findings of the technical analysis to elected officials, stakeholders, and the public.
- Public engagement to present the plan: A final public meeting will be held at a central location to be determined by ESMPO to present the transportation plan.
- Publish final documentation: Based on feedback from the Technical Committee, the final plan document will be prepared and submitted to ESMPO.

#### **Meetings**

Attendance at seven meetings is included in this scope of work:

- Kick-off meeting with ESMPO
- Public meetings (Three)
- Pop-up (five)
- Technical Committee Meetings (Two)

#### **Exclusions**

The following services are excluded from this proposal but can be provided if deemed necessary and requested by you:

- Survey, design, or development of construction plans
- Traffic studies/counts
- Detailed crash analysis
- Signal inventory or re-timing
- Permitting
- Construction observations

#### **Fees**

We propose to provide the above-described services based on the following fee schedule:



ESMPO LRTP (lump sum, includes \$ 58,144 for Subconsultants) .....\$199,949.84  
Reimbursable expenses such as printing, shipping, plan/permit application fees, mileage, etc. are included in the above fees.

**Procedures for Changes in Scope of Work**

The scope of work documented herein is based upon information known as of the date of this proposal. Should future changes (e.g. site plan, regulatory, project phasing, additional meetings, etc.) necessitate changes in the scope of work, we will contact you to discuss the scope of the additional work and its impact to our contracted fees and project schedule. No additional work will be undertaken by Sain or our subconsultants without your authorization.

**Terms and Conditions**

This contract is subject to the enclosed Terms and Conditions. All subsequent services required by you outside the scope of service specified will be performed on a time and materials basis according to the schedule of rates enclosed. Any modification to this contract document must be approved in writing by both parties with approval indicated by each signatory's initials and the date of approval.

**Proposal Limitations**

We reserve the right to withdraw or modify this proposal if not contracted within 60 days.

**Schedule**

Sain is available to start work upon your authorization. We estimate a 12-18-month project schedule to deliver a draft report; staff will be available until adoption of the 2050 LRTP by the ESMPO.

Any disputes from this agreement should be resolved exclusively in the Circuit Court of Baldwin County.

Thank you for the opportunity to provide this proposal. If you have any questions or need clarification on any item, please call me. We look forward to working with you.

Sincerely,

Kevin Harrison, PTP  
Transportation Planner  
SAIN ASSOCIATES, INC.



OFFERED:

SAIN ASSOCIATES, INC.

BY: Jim Meads, P.E.  
AL P.E. #17294

  
\_\_\_\_\_  
Signature of Authorized Representative

Date: 1/25/2024

ACCEPTED:

BALDWIN COUNTY COMMISSION

BY:   
\_\_\_\_\_  
BALDWIN COUNTY COMMISSION CHAIR

Date: 02/06/2024

