

**MEMORANDUM OF AGREEMENT REGARDING THE ADMINISTRATION  
OF FEDERAL TRANSIT ADMINISTRATION 5307 FUNDS FOR THE  
PENSACOLA, FLORIDA-ALABAMA URBANIZED AREA**

This Agreement is made and entered into on this 15<sup>th</sup> day of April, 2014, by and between Escambia County, a political subdivision of the State of Florida, acting through its Board of County Commissioners (hereinafter "Escambia County"), and Baldwin County, a political subdivision of the State of Alabama, acting by and through the Baldwin County Commission (hereinafter referred to as "Baldwin County"), and the Florida-Alabama Transportation Planning Organization (hereinafter referred to as "TPO").

**WITNESSETH:**

**WHEREAS**, Escambia County is the direct recipient and manager of all Federal Transit Administration (FTA) 5307 funds for the Pensacola, Florida-Alabama Urbanized Area (hereafter "Pensacola UZA"); and

**WHEREAS**, the Pensacola UZA includes portions of Baldwin County, Alabama; and

**WHEREAS**, Escambia County Area Transit (hereafter "ECAT"), a fixed-route public transportation service provided by Escambia County, does not provide public transit service in Baldwin County; and

**WHEREAS**, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) (hereafter "MAP-21") apportions the Pensacola UZA 5307 funds between the Pensacola UZA in Florida and the Pensacola UZA in Alabama.

**NOW, THEREFORE**, Baldwin County, Escambia County, and the Florida-Alabama Transportation Planning Organization hereby acknowledge and agree as follows:

1. The recitals contained in the Preamble of this Agreement are declared to be true and correct and are incorporated into this Agreement.
2. Escambia County, by and through ECAT, will continue to receive and manage the Pensacola UZA's entire apportionment of 5307 funds, and will keep an accounting of those 5307 funds specifically apportioned by MAP-21 to the Pensacola UZA in Alabama.
3. Baldwin County will submit project(s) to ECAT for programming 5307 funds and to the Florida-Alabama Transportation Planning Organization (TPO) for inclusion in the TPO's Transportation Improvement Program (TIP). Baldwin County will invoice ECAT to receive reimbursement for project costs from Baldwin County's portion of the 5307 funds.
4. Subject to all applicable laws, rules, and regulations, this Agreement shall become effective upon the same date as its full execution and shall continue for a term of three (3) years from the date of full execution as long as Escambia County is the direct recipient and manager of the FTA 5307 funds for the Pensacola UZA which are apportioned or appropriated for use in the Urbanized Area in Alabama.
5. The parties agree that any state or federal court action or other proceeding relating

to this Agreement shall be instituted and prosecuted in the County of Escambia, Florida.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties subscribed below:

Approved as to form and legal sufficiency.

By/Title: [Signature]  
Date: 4/29/14

ATTEST: Pam Childers  
Clerk of the Circuit Court

By: [Signature]  
County Clerk:  
Deputy

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

[Signature]  
Lumon J. May, Chairman

Date: 5/15/2014

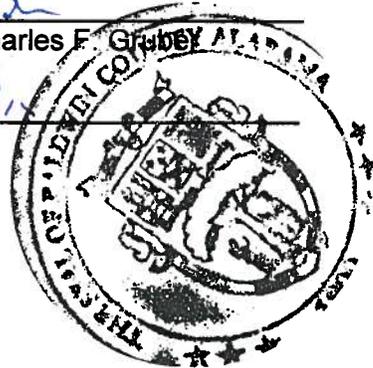
Date BCC Approved

5/15/2014

BALDWIN COUNTY COMMISSION

[Signature]  
Chairperson: Charles F. Gruber

Date: 4/15/14



ATTEST: [Signature]  
By: [Signature]  
David A. Z. Brewer  
County Administrator

STATE OF ALABAMA )  
COUNTY OF BALDWIN )

I, Monica E Taylor, Notary Public in and for said County, in said State, hereby certify that CHARLES F. GRUBER, as Chairperson of the Baldwin County Commission, and whose name is signed to the foregoing instrument and who is known to me, acknowledged before me on this date that, being informed of the contents of said instrument, he executed the same voluntarily for and as an act of the Baldwin County Commission.

Given under my hand and official seal, this the 15<sup>th</sup> day of April, 2014.

Monica E Taylor  
Notary Public  
My Commission Expires: \_\_\_\_\_ My Commission Expires 09/05/2016



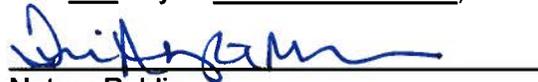
**Florida-Alabama Transportation  
Planning Organization**

  
Gene M. Valentino, Chairperson  
Date: 6/16/14

STATE OF FLORIDA     )  
COUNTY OF ESCAMBIA    )

Felicia A Knight-Marlow, a Notary Public in and for said County, in said State, hereby certify that GENE M. VALENTINO, as Chairperson of the Florida-Alabama Transportation Planning Organization, and whose name is signed to the foregoing instrument and who is known to me, acknowledged before me on this date that, being informed of the contents of said instrument, he executed the same voluntarily for and as an act of the Florida-Alabama Transportation Planning Organization.

Given under my hand and official seal, this the 16<sup>th</sup> day of June, 2014.

  
Notary Public  
My Commission Expires: \_\_\_\_\_



# Florida-Alabama



## Transportation Planning Organization

Jayer Williamson  
Chairman

Grover C. Robinson, IV  
Vice Chairman

P.O. Box 11399 • 32524-1399 Pensacola, FL • Street Address: 4081 E. Olive Road-Suite A • 32514  
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.wfrpc.org

July 17, 2015

Mr. Wiley C. Page, Jr., AICP  
Atkins North America, Inc.  
7406 Fullerton Street, Suite 350  
Jacksonville, Florida 32256

Dear Mr. Page:

### RE: Notice to Proceed Task Order – Orange Beach Transit Feasibility Study

The Florida-Alabama Transportation Planning Organization (TPO) issues this **Notice to Proceed** to Atkins and its subconsultant team members, hereinafter referred to as the General Planning Consultant (GPC) team. The purpose of this notice is to formally engage the GPC team to prepare an Orange Beach Transit Feasibility Study per the attached Resolution FL-AL 15-16 and Scope of Services approved by the FL-AL TPO at its regular scheduled meeting on April 8, 2015.

By signature of this Notice to Proceed and start date being the date of this correspondence, the GPC team shall commence with the planning services outlined in the attached scope. The GPC team will complete specified tasks on a schedule determined and agreed to by you and the project managers. The tasks and deliverables will be completed by the GPC team for a cost agreed upon and attached hereto, and not to exceed **\$126,190**. Additional technical assistance will be based on the GPC hourly rate in effect as of this date and would be authorized only through an addendum to this Notice.

The GPC will invoice the FL-AL TPO for processing. Per the attached Memorandum of Agreement (MOA), the FL-AL TPO will submit the invoice to Baldwin County, Alabama in order for Baldwin County to submit invoice to Escambia County, Florida for reimbursement using the Alabama portion of the Pensacola, FL-AL Urbanized Area (UZA) FTA 5307 urbanized area formula funds. By accepting this task order you acknowledge the entities roles in the reimbursement process.

By receipt of this of correspondence, those copied acknowledge their role, if applicable, in the reimbursement process and the need for timeliness in processing invoices to meet the terms of the TPO's contract with Atkins.

Please proceed with the project as expeditiously as possible. Do not hesitate to contact staff with any questions or need for clarification. The TPO and its staff look forward to working with you and your team to complete the Orange Beach Transit Feasibility Study.

Sincerely,

Mary Bo Robinson  
Transportation Planning Director

cc: Matthew Brown, Baldwin County  
Taylor Rider, BRATS  
Kit Alexander, City of Orange Beach

Colby Brown, Escambia County  
Mike Crittenden, Escambia County Area Transit

Attachments: Resolution FL-AL 15-16 and Scope of Services  
Escambia -Baldwin-TPO Memorandum of Agreement (MOA)



Staff to TPO

“...planning for the future transportation needs of the Florida - Alabama Urbanized Area...”

## RESOLUTION FL-AL 15-16

### A RESOLUTION OF THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION APPROVING THE SCOPE OF SERVICES AND NOTICE TO PROCEED TO CONDUCT A TRANSIT FEASIBILITY STUDY OF ORANGE BEACH AND SURROUNDING AREAS

**WHEREAS**, the Florida-Alabama Transportation Planning Organization (TPO) is the organization designated by the Governors of Florida and Alabama as being responsible, together with the States of Florida and Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Florida-Alabama TPO Planning Area; and

**WHEREAS**, the City of Orange Beach, Alabama has experienced a significant yearly increase of tourism resulting in traffic congestion on Perdido Beach Boulevard during the summer tourist season; and

**WHEREAS**, the City of Orange Beach is considering alternate forms of transportation to reduce traffic congestion and enhance mobility along the beach road; and

**WHEREAS**, the establishment of a utilized seasonal beach trolley system along the beach road would reduce traffic congestion and benefit businesses; and

**WHEREAS**, a transit feasibility study is necessary to determine whether the establishment of a seasonal passenger shuttle system on the beach is viable; and

**WHEREAS**, an Orange Beach Transit Feasibility Study is included in the FL-AL TPO FY 2015-FY 2016 Unified Planning Work Program (UPWP); and

**WHEREAS**, the Alabama portion of the Pensacola, FL-AL Urbanized Area (UZA) FTA 5307 urbanized area formula funds administered by Escambia County, Florida, as the designated recipient, will be utilized for the Orange Beach Transit Feasibility Study; and

**WHEREAS**, Baldwin County, Alabama will invoice Escambia County, by and through Escambia County Area Transit (ECAT), to receive reimbursement for project costs per the Memorandum of Agreement (MOA) entered into on June 16, 2014; and

**WHEREAS**, the FL-AL TPO authorizes the Transportation Planning Director to issue a Notice to Proceed once the grant application with pre-award authority has been submitted to the Federal Transit Administration (FTA) by Escambia County/ECAT;

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION THAT:**

The TPO approves the Scope of Services and Notice to Proceed for a Transit Feasibility Study of Orange Beach and surrounding areas. Passed and duly adopted by the Florida-Alabama Transportation Planning Organization on this 8<sup>th</sup> day of April 2015.

FLORIDA-ALABAMA TRANSPORTATION  
PLANNING ORGANIZATION

BY:   
Charles Bare, Chairman

ATTEST: 



## **Orange Beach Transit Feasibility Study Scope of Services**

Baldwin County, Baldwin Rural Area Transportation System (BRATS), Orange Beach, Gulf Shores, Escambia County, Escambia County Area Transit (ECAT) and the Florida-Alabama Transportation Planning Organization (FL-AL TPO) staff have developed this scope of services for an assessment of transit needs in Orange Beach, Alabama and surrounding areas, and if determined feasible, development of a strategic approach to implement such services.

This feasibility study is undertaken to achieve the goals and initiatives outlined in the Escambia County Transit Development Plan (TDP), but also the needs and aspirations of Baldwin County residents and visitors.

This Transit Feasibility Study of Orange Beach and surrounding areas will be funded with the Alabama portion of the Pensacola, FL-AL Urbanized Area (UZA) FTA 5307 urbanized area formula funds administered by Escambia County, Florida as the designated recipient.

### **Task 1: *Plan Introduction, Publicity, and Public Involvement***

The project will be introduced with a public kick-off meeting. Staff from Baldwin County, BRATS, Orange Beach, Gulf Shores, ALDOT, Escambia County, ECAT, FL-AL TPO and other key stakeholders involved in transportation issues in Baldwin County, Alabama will be invited.

The success of this study will greatly depend on the awareness of its existence and the involvement of the community in the study. A public involvement plan will be developed for the study in coordination with each agency listed in the above paragraph. The following is a list of potential representatives to be members of the Transit Feasibility Review Team to oversee the feasibility study and advise the consultant:

- ▶ Business Community (to include employers, tourism, and retail)
- ▶ Local Medical Community
- ▶ ALDOT
- ▶ Escambia County, FL
- ▶ Mass Transit (BRATS & ECAT)
- ▶ Baldwin County, AL
- ▶ City of Orange Beach
- ▶ City of Gulf Shores
- ▶ FL-AL TPO
- ▶ Alabama Gulf Coast Chamber of Commerce
- ▶ Perdido Key Chamber of Commerce
- ▶ Alabama Department of Conservation and Natural Resources (Gulf State Park)
- ▶ Alabama Gulf Coast Convention and Visitors Bureau

## Consultant Responsibilities and Deliverables:

- ▶ Schedule Kick Off Meeting
- ▶ Prepare Agenda for Kick Off Meeting
- ▶ Participate in Meeting
- ▶ Develop Review Team in cooperation with Baldwin County, BRATS, Orange Beach, Gulf Shores, Escambia County, ECAT, and FL-AL TPO staff
- ▶ Develop and implement survey for Review Team at the Kick Off Meeting
- ▶ Facilitate interactions between staff and other meeting attendees
- ▶ Insure adequate publicity of meeting and public involvement of meeting
- ▶ Supply a working list of members of the Review Team
- ▶ Provide a meeting summary of the initial Kick Off Meeting

## **Task 2: Data Collection**

When possible, the consultant is expected to use current demographics already available by the 2010 Census and the Alabama Gulf Coast Convention and Visitors Bureau. Suggested data collection includes the following:

- ▶ Physical description of area
- ▶ Population by age and income
- ▶ Population density
- ▶ Housing density
- ▶ Commercial/Residential Development – proposed and that which has occurred since the 2010 Census
- ▶ Households below poverty level
- ▶ Labor force
- ▶ Auto ownership
- ▶ Tourist and visitor levels (seasonal, peak, holidays, etc.)
- ▶ Traffic counts (seasonal, peak, holidays, etc. if available)
- ▶ Travel time to work
- ▶ Transportation-disadvantaged population
- ▶ Land uses and densities
- ▶ Major trip generators/activity centers
- ▶ Public beach access and associated parking
- ▶ Existing and proposed bicycle and pedestrian facilities
- ▶ Perdido Key Master Plan
- ▶ Major existing and proposed residential and commercial development
- ▶ Area roadway and traffic conditions along potential transit corridors
- ▶ Needs Plan from the Long Range Transportation Plan
- ▶ A review and analysis of relevant state and local transportation and comprehensive plans that impact the study area of the Orange Beach Transit Feasibility Study should be summarized.

**Task 3:** *Conduct a survey regarding potential use and perception of public transit*

Consultant will perform a survey of anticipated/expected ridership. The results are expected to provide a representation of the current customer attitudes, needs, and desired levels of service.

**Task 4:** *Identify and Evaluate Existing Transportation in Study Area*

Since Orange Beach does not currently have a fixed-route transit system, consultant will look at other communities similar to these seasonal/coastal communities and conduct a peer analysis based on systems that have been “new starts” over the past several years. Consultant will make every effort to include those systems both in state and out of state. The year of the study and the year of implementation of the system would be indicated, if possible.

Consultant will be responsible for the following in a formal presentation:

- ▶ A brief summary of existing transportation services
- ▶ Peer Analysis Evaluation Data

**Task 5:** *Presentation of Potential Service Options*

Consultant will prepare a menu of possible services based on input from the Review Team, the random phone sample, survey results, and other information compiled in the data gathering process. A general description, including benefits, disadvantages, capital and operating characteristics and associated costs will be provided for each option. Consultant will provide general recommendations for the options that have the greatest potential for use within Orange Beach and surrounding areas for the next five years, including but not limited to:

- ▶ Fixed-route services
- ▶ Fixed-route service with route deviation
- ▶ Seasonal transit services
- ▶ Contracted transit services
- ▶ General Public dial-a-ride
- ▶ Transit Infrastructure and supporting amenities
- ▶ Transportation disadvantaged services
- ▶ Commuter assistance services and Park and Ride Lots
- ▶ Transit Demand Management (TDM) Strategies
- ▶ Benefits and Disadvantages for each option
- ▶ Organizational structure for each option

**Task 6:** *Description of Transit Funding Options*

Consultant will prepare a description of transit and transit alternative options that could be considered by BRATS, Orange Beach and Gulf Shores for funding of public transportation. This will include an overview of federal and state transit grant programs and potential sources for local public and private funding of transit services with a discussion of the urbanized area

funding implications. Transportation Regional Incentive Program (TRIP) funding opportunities, which are geared to regional transportation programs, should be explored. The Consultant will provide general recommendations for the options that have the greatest potential for use within Baldwin County, AL. Recommendations will include the following public transit potential grant applications and any other applicable funding/revenue sources.

- ▶ Urbanized Area Formula Program (5307)
- ▶ Bus and Bus Facilities Discretionary Grants (5309)
- ▶ Bus and Bus Facilities Formula Grants (5339)
- ▶ Elderly/Persons with Disabilities (5310)
- ▶ Rural and Small Urban (5311)
- ▶ Federal Highway Funds
- ▶ Service Development
- ▶ Local government funds including dedicated taxes
- ▶ Preparation of a five-year capital and operating program
- ▶ Description of county funding requirements for transit service

**Task 7: Transit Needs Draft Report**

Consultant will prepare a draft document that summarizes the results and findings of Phases 1 through 6. At a minimum this draft report will include the following elements:

- ▶ A summary of the demographic, economic, and transportation data
- ▶ A summary of all public meetings and outreach events
- ▶ An overall summary of public support based on meetings, surveys and data collection
- ▶ A summary of the random telephone survey results
- ▶ A performance review of existing services including a trend analysis and peer comparison for fixed-route systems both permanent and seasonal that completed start up within the last five years
- ▶ Ridership and demand projections, a needs and opportunity assessment, and service delivery options for consideration including type and quantity of vehicles and personnel additions recommended
- ▶ Performance standards for the first two to five years of service
- ▶ A phased implementation plan for implementing the recommendations in a fiscally constrained environment
- ▶ Detailed capital and operating budgets through 2020
- ▶ Marketing plan to increase ridership and increase product awareness

**Deliverable:** Consultant will provide an electronic copy (PDF and Word format) of the draft report for review, comment, and acceptance. Consultant will prepare and present a summary of the draft report findings to Review Team.

**Task 8: Assessment of Transit Needs Final Report**

Following presentation, review and acceptance of the Draft Report, consultant shall prepare and submit the Orange Beach Transit Feasibility Study.

**Deliverable:** An electronic copy (in PDF and Word formats) of the final report will be provided. Consultant to provide six hard (bound) copies of the final report for:

- 1) Baldwin County/BRATS
- 2) Orange Beach
- 3) Gulf Shores
- 4) Escambia County
- 5) ECAT
- 6) FL-AL TPO

Consultant will be prepared to provide a formal presentation to the Baldwin County Commission, Orange Beach City Council, Gulf Shores City Council, Escambia County Commission and the Florida-Alabama Transportation Planning Organization as requested.

**Cost Estimate**

A proposed cost estimate not to exceed \$126,190 based on the following task estimates:

<b>Task</b>	<b>Estimate</b>
Task 1	\$ 26,120
Task 2	\$ 9,070
Task 3	\$ 8,500
Task 4	\$ 13,500
Task 5	\$ 13,000
Task 6	\$ 9,700
Task 7	\$ 9,100
Task 8	\$ 10,200
PM/QC	\$ 14,500
Subs	\$ 12,500
<b>TOTAL</b>	<b>\$126,190</b>

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Approved as to form and legal sufficiency.

By/Title: [Signature]  
Date: 4/29/14

ATTEST: Pam Childers  
Clerk of the Circuit Court

By: [Signature]  
County Clerk:  
Deputy

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

[Signature]  
Lumon J. May, Chairman

Date: 5/15/2014

Date BCC Approved

5/15/2014

BALDWIN COUNTY COMMISSION

[Signature]  
Chairperson: Charles F. Gruber

Date: 4/15/14



ATTEST:  
[Signature]  
By: [Signature]  
David A. Z. Brewer  
County Administrator

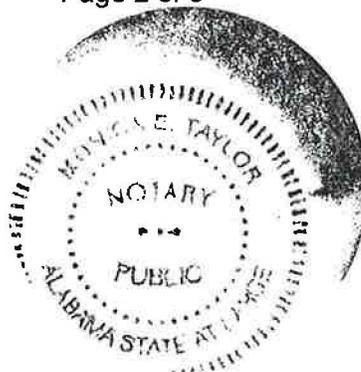


STATE OF ALABAMA )  
COUNTY OF BALDWIN )

I, Monica E Taylor Notary Public in and for said County, in said State, hereby certify that CHARLES F. GRUBER, as Chairperson of the Baldwin County Commission, and whose name is signed to the foregoing instrument and who is known to me, acknowledged before me on this date that, being informed of the contents of said instrument, he executed the same voluntarily for and as an act of the Baldwin County Commission.

Given under my hand and official seal, this the 15<sup>th</sup> day of April, 2014.

Monica E Taylor  
Notary Public  
My Commission Expires: \_\_\_\_\_ My Commission Expires 09/05/2016



**Florida-Alabama Transportation  
Planning Organization**

Gene M. Valentino  
Gene M. Valentino, Chairperson  
Date: 6/16/14

STATE OF FLORIDA       )  
COUNTY OF ESCAMBIA   )

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