

October 2, 2023

Hal Metzler Jr.  
City of Hyattsville Department of Public Works  
4310 Gallatin Street  
Hyattsville, MD 20781

**RE: Hyattsville On-Call: 43rd Avenue – Jefferson to Oglethorpe – Traffic Calming Improvements Concept Design**

Dear Mr. Metzler,

At the request of the City of Hyattsville (City) and as part of the Hyattsville On-Call Transportation and Engineering Design, Contract No. DPW19-012, P.O. # P20/102549, Toole Design is pleased to submit the following scope of work and fee schedule for the 43<sup>rd</sup> Avenue Traffic Calming Improvements.

The extents of the project corridor include the section of 43<sup>rd</sup> Avenue in Hyattsville, MD from Jefferson Street on the south to Oglethorpe Street on the north, for a total length of approximately 1600 ft, or 0.3 miles.

The goal of this project is to respond to local traffic calming requests on 43<sup>rd</sup> Avenue and provide the City with concept design plans using innovative solutions to reduce vehicular speeds and provide a safer environment for bicyclists and pedestrians.

## **Task 1: Project Kickoff and Ongoing Project Management**

The Toole Design Project Manager will conduct a kickoff meeting with the City to establish goals and an overall schedule for this task. Toole Design staff will provide an agenda for the kickoff meeting and follow up with meeting minutes and an updated schedule. During the project kickoff, Toole Design, with City staff, will “walk” the corridor using Google Streetview or similar, discussing design goals, challenges, and expectations for each intersection or block.

Our team will organize and conduct monthly (virtual) project coordination meetings and submit monthly progress reports summarizing recent project activities. Toole Design’s project manager will regularly attend these meetings with other team members attending on an as-requested basis as project tasks pertain to their work.

### **Task 1 Deliverables & Meetings**

- Schedule and attend one (1) Project Kickoff Meeting with City of Hyattsville staff (virtual)
- Meeting Agenda and minutes for Project Kickoff Meeting with City
- Participate in monthly progress meetings (virtual, up to 6)
- Prepare monthly progress reports (up to 6)

## Task 2: Field Visit and Data Collection

Prior to starting any design work, Toole Design anticipates that the City will provide Toole Design with GIS data including buildings, edges of road, sidewalks, etc. Toole Design will assemble this data into an existing conditions base map and will use this map to confirm the existing conditions and accuracy of the plan during a field visit. During the field visit, Toole Design will confirm street width measurements, bus stop locations, driveway locations and other existing conditions, as applicable. Toole Design will also identify existing signs related to the proposed design that may need to be modified or removed. Toole Design will then incorporate the data found and measured into the base map. This base map will be incorporated into the preferred alternative plan described in Task 4B, below.

As the project location is adjacent to DeMatha Catholic High School, the site visit will be scheduled to coincide with school arrival and dismissal time windows, with Toole Design performing behavioral observations relating to driver, pedestrian, and cyclist travel patterns. We anticipate two (2) Toole Design staff will attend this site visit.

It is anticipated that the City will provide the traffic calming request, prior speed/volume data and updated data from two count locations (one in each direction), and any other data collected by the City as part of their data collection efforts.

### Task 2 Deliverables and Meetings:

- Prepare for and attend a site field visit.
- Existing Conditions Plan.
- The City will provide Toole Design with:
  - Data including imagery basemap, buildings, sidewalks, crosswalks, roads, traffic signals, alleys, and parking
  - Basic design concept parameters: design vehicles
- Existing conditions summary to be included in the Concept Design Document.
- GIS topographic data, including GIS property mosaic, provided by the city.

## Task 3: Public Meeting / Renderings

Before finalizing the concept design plans described in Task 4, below, the Toole Design Team will provide presentation materials for one (1) public meeting to present initial design concepts shown in the Concept Memo and obtain feedback from the public. Draft conceptual renderings and potential design treatments to be considered will rely on the City's design toolkit and will be developed for the City's review for presentation at the public meeting to illustrate potential design alternatives. Agreed-upon revisions to the draft renderings will be incorporated into final renderings to be presented at the public meeting. The Toole Design team will attend and present the materials at the meeting with up to 2 staff people as needed. The Toole Design Team will record attendance and prepare minutes and written responses to public comments for the public meeting. We have assumed for the purposes of this scope that the public meeting will be in person; however, will be prepared for a virtual meeting as well. Specifics of the meeting format will be discussed during project status meetings.

### Task 3 Deliverables & Meetings:

- Draft Renderings – 8 total (electronic, pdf for virtual meeting and online posting)
- Final Renderings – 8 total (electronic, pdf for virtual meeting, presentation boards for in-person meeting)
- Attend one public meeting (assumes two Toole staff, in-person)

### Task 3 Assumptions

- All submittals will be electronic and one (1) set of presentation boards (up to 24"x36") will be prepared by Toole Design for in-person meeting.
- Review meetings to be held as a conference calls or online/video conferences.
- Public meeting location and advertisement will be coordinated by the City.
- This scope of work does not include traffic or parking analysis.
- The City's Design Toolkit will be used to develop design alternatives and the graphics used to support the design alternatives.

## Task 4: Development of 30% Concept Design, Concept Design Document, and Opinion of Probable Cost

### Task 4A: Concept Elements and Concept Design Document

Based on the project goals established in the kickoff meeting and once an agreed-upon design vehicle has been designated for the corridor, Toole Design will develop initial concept options to address the project goals. These options will be communicated via concept hand sketches with up to three alternatives, along with a concept design document that summarizes the alternatives. The concept design document will be presented in a visual format using PowerPoint rather than in a standard document to streamline the transition to the public presentation. The concept design document will also include a summary of existing conditions, field observations and rationale for recommendations included as well as considerations for design advancement. The concepts may include the following treatments:

- High-Visibility Crosswalks
- Permanent curb extensions
- Signs to enhance pedestrian crossings and awareness of bicycles
- Parking space revisions
- Other pavement markings, signs, and flex posts

The concepts and concept document will be submitted to the City for review and discussed in a review meeting with City staff. Toole Design will revise the concept and document based on a single set of consolidated comments provided by the City. The revised concepts and document will be summarized for presentation to the public, and other key stakeholders, as outlined in Task 3. As directed by the City, a final round of revisions to the concepts and documentation will be completed based on feedback received from the presentation and a final set of concepts will be submitted.

### Task 4A Deliverables and Meetings:

- Up to three (3) total hand sketches (electronic, pdf)
- Design documentation of options (electronic, pdf)
- Review meeting on concept designs with City to get input (virtual, 1 hour)

### Task 4B: Development of 30% Design

Using input from the City and the public meeting on the concept design document, hand sketches, and concept elements, the Toole Design Team will advance one preferred design to the 30% design level. Autoturn turning templates using the designated design vehicle will be run on the preferred design alternative. Prior to submission, the Toole Design Team will perform an internal Quality Assurance/Quality Control (QA/QC) review. The Toole Design Team will maintain a record of all internal QA/QC review comments and resolutions. The plans will be developed at 1" = 20' scale. A total of seven (7) plan sheets showing key design features are anticipated for the 30% plan set as follows:

- Title Sheet (1 sheet)
- Index of Drawings & General Notes (1 sheet)
- Standard Symbols & Abbreviations (1 sheet)
- Standard Construction and Signing and Marking Details (1 sheet)
- Plan (includes signing and marking, 3 sheets)

#### Task 4B Deliverables & Meetings:

- Draft 30% Design Plans (electronic, pdf)
- Review meeting with City to get input (virtual, 1 hour)
- Final 30% Design Plans (electronic, pdf)
- Updated Concept Design Document.
- Opinion of Probable Cost.

#### Task 4 Assumptions:

- One (1) round of comments on all Task 4 deliverables.
- The preferred design alternative will be drawn using the baseplan developed in Task 2, which is based on GIS information and informed by aerial imagery and the site visit. No field survey is being provided in this scope.
- The City's Design Toolkit will be used to develop design alternatives and the graphics used to support the design alternatives.
- The City will provide comments within two (2) weeks of the Toole Design submittals.
- Toole Design does not anticipate completing a full existing sign inventory, only noting signs that need to be added or removed based on the updated design.
- Basic Drainage considerations such as the potential relocation of drainage structures and any additional structures will be shown in the Draft and Final concept designs for information only.
- Drainage calculations are not included.
- Stormwater Calculations not included.
- Title research and appraisals for right-of-way acquisition are not included.
- Utility coordination and test pits are not included.
- No permit preparation or fees have been included.

Toole Design's fee for this scope of work is **\$51,150** and based on the six-month fee and schedule attached.

If you have any questions about the above scope and fee, please feel free to contact me, or the project manager, Barbara Mosier at [bmosier@tooledesign.com](mailto:bmosier@tooledesign.com) or 301.927.1900 x222.

Sincerely,



**Cipriana D. Thompson, PE, PTOE** | Director of Operations, Mid-Atlantic

#### **TOOLE DESIGN**

8484 Georgia Avenue, Suite 800 | Silver Spring, MD 20910  
[egilliam@tooledesign.com](mailto:egilliam@tooledesign.com) | 301.927.1900 x149

## TOOLE DESIGN

50737 - 43rd Ave - Jefferson to Oglethorpe Preliminary Design 10/2/2023		PIC	PM	Engineering Lead	Senior Engineer	Project Engineer	Engineer I-II-III	Landscape Architect Lead	Senior Landscape Architect	Landscape Architect	Designer	Technician	Admin	Subconsultant	Hourly Subtotals	Fee Subtotals by line	
		\$262.00	\$202.00	\$257.00	\$189.00	\$181.00	\$139.00	\$231.00	\$180.00	\$126.00	\$102.00	\$83.00	\$92.00				
1	Kickoff and Ongoing Project Management																
	Kickoff Meeting		2		2										4	\$ 782	
	Monthly coordination call (up to 6)		3		3										6	\$ 1,173	
	Project Management and Progress Reports		6		6										12	\$ 2,346	
															-	\$ -	
	Subtotal Hours	0	11	0	11	0	0	0	0	0	0	0	0	0	22		
	Subtotal Cost	\$ -	\$ 2,222	\$ -	\$ 2,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,301	
2	Field Visit and Data Collection																
															-	\$ -	
	Desktop Site Review and Data Collection	1	1		1	1	1					4			9	\$ 1,305	
	Site Visit (Curb Measurements, observe traffic conditions)				8	8	8								24	\$ 4,072	
	Existing Conditions Base Map from aerials, GIS, measurements, etc (Microstation)				1	1	6					12			20	\$ 2,200	
															-	\$ -	
	Subtotal Hours	1	1	0	10	10	15	0	0	0	0	16	0	0	53		
	Subtotal Cost	\$ 262	\$ 202	\$ -	\$ 1,890	\$ 1,810	\$ 2,085	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ -	\$ -		\$ 7,577	
3	Public Meeting / Renderings																
															-	\$ -	
	Develop Draft Renderings of Concepts	1	1	2	4	4	8					16			36	\$ 4,898	
	Review Meeting to Discuss Draft Renderings				2	2									4	\$ 740	
	Revise Draft Renderings to Final Renderings				2	2	8					8			20	\$ 2,516	
	Prepare for and attend Public Meeting (then go to Task 4 sheets)				6	6									12	\$ 2,220	
															-	\$ -	
	Subtotal Hours	1	1	2	14	14	16	0	0	0	0	24	0	0	72		
	Subtotal Cost	\$ 262	\$ 202	\$ 514	\$ 2,646	\$ 2,534	\$ 2,224	\$ -	\$ -	\$ -	\$ -	\$ 1,992	\$ -	\$ -		\$ 10,374	
4	30% Concept Design																
															-	\$ -	
	Develop concept hand-sketches for up to 3 alternatives		2.0		8.0	16.0	16.0					0.0			42.0	\$ 7,036	
	Meet w/ City to discuss concept alternatives (then go to Task 3)		1.0		2.0	4.0	4.0								11.0	\$ 1,860	
	Title/Cover Sheet			0.5	0.5	1.0	1.0					2.0			5.0	\$ 709	
	Legends, Abbreviations, and General Notes			0.5	1.0	2.0	2.0					2.0			7.5	\$ 1,124	
	Typical Sections			0.5	1.0	2.0	2.0					2.0			7.5	\$ 1,124	
	Roadway/Construction Plan (also referred to as a General Plan)			2.0	8.0	8.0	8.0					10.0			36.0	\$ 5,416	
	Pavement Marking and Signage Plans (No separate plan - show on roadway plan)			2.0	8.0	8.0	8.0					10.0			36.0	\$ 5,416	
	QAQC + Markups		1.0		1.0	2.0	2.0					4.0			10.0	\$ 1,363	
	Quantities Sheet + Preliminary Cost Estimate		1.0		2.0	2.0	4.0					0.0			9.0	\$ 1,498	
	Concept Design Document		2.0		2.0	2.0	4.0								10.0	\$ 1,700	
	Review Call with Client/City, address comments, and resubmit plans		2.0		2.0	0.0	0.0					8.0			12.0	\$ 1,446	
	Subtotal Hours	0	9	6	36	47	51	0	0	0	0	38	0	0	186		
	Subtotal Cost	\$ -	\$ 1,818	\$ 1,414	\$ 6,710	\$ 8,507	\$ 7,089	\$ -	\$ -	\$ -	\$ -	\$ 3,154	\$ -	\$ -		\$ 28,691	
	TOTAL																
	Total Hours	2	22	8	71	71	82	-	-	-	-	78	-	-	333		
	TOTAL LABOR	524	4,444	1,928	13,325	12,851	11,398	-	-	-	-	6,474	-	-		\$ 50,943	

Toole Design Direct Expenses

TOTAL DIRECT EXPENSES

Grand Total