

June 9, 2022

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

**RE: Hyattsville On-Call: Oglethorpe Street Improvements Concept and Final 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 Oglethorpe Street Improvements.

The extents of the project corridor include the one-way section of Oglethorpe Street from 42<sup>nd</sup> Place (at the Hyattsville Middle School driveway) to 44<sup>th</sup> Avenue for a total length of approximately 0.2 miles.

The goal of this project is to provide the City with final design plans including permanent concrete curb extensions for this corridor to help communicate the one way operation to motorists.

**Task 1: Project Kickoff and Ongoing 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 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, edge of road, sidewalk, 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 review, 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 into the base map. We anticipate two (2) Toole Design staff will attend this site visit.

### *Task 2 Deliverables & Meetings*

- *Prepare for and attend a site field visit*
- *Existing Conditions to be included in Basis of Design memo*

## **Task 3: Development of 30% Design and Opinion of Probable Cost**

### **Task 3A: Concept Elements and Design Memo**

Based on the design goals established in the kickoff meeting and once an agreed-upon design vehicle has been designated for the corridor, Toole Design will run vehicle turn-movements to develop initial concept options. These options will be communicated in a concept design memo.

The concepts may include the following treatments:

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

### *Task 3A: Deliverables and Meetings:*

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

### **Task 3B: Localized Survey for Curb Extensions and Bumpouts**

Mercado Consultants, Inc will perform topographic survey including but not limited to curbs, flow lines, roadway pavement elevations, sidewalk, grass buffers, driveway aprons, inlets, fire hydrants, existing utility poles, signs, etc. Mercado will also provide a GIS property mosaic showing property lines and a complete list of owners. Toole Design will incorporate this data into the existing conditions base map to use in the 30% design. Please see attached proposal for Mercado's work.

### **Task 3C: Development of 30% Design**

The Toole Design Team will produce 30% design plans. 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. Using input from the City on the design concept memo and

hand sketches, the Toole Design Team will advance the design to 30%. The plans will be developed at 1"=20' scale. A total of six (6) 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, 2 sheets)

**Task 3C Deliverables & Meetings:**

- *Draft 30% Design Plans (electronic, pdf)*
- *Review meeting with City to get input (virtual, 1 hour)*
- *Final 30% Design Plans (electronic, pdf)*

**Task 3D: Public Meeting / Rendering**

Upon completion of 30% design plans, the Toole Design Team will provide presentation materials and one illustrative rendering of an example of a curb extension or bump out for the public meeting.

**Task 3D Deliverables & Meetings:**

- *Draft Rendering – 1 total (electronic, pdf)*
- *Final Rendering – 1 total (electronic, pdf)*
- *Attend one public meeting (assumes two Toole staff, in-person or virtual meeting)*

**Task 3 Assumptions:**

- *One (1) round of comments on all Task 3 deliverables.*
- *Delays in receiving survey will result in delays of the 6-month schedule.*

**Task 4: Development of 60% Design and Opinion of Probable Cost**

Using input from the City on the 30% design plans, the Toole Design Team will advance the design to 60%. 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.

**Task 4 Deliverables & Meetings:**

- *Draft 60% Design Plans (electronic, pdf)*
- *Review meeting with City to get input (virtual, 1 hour)*
- *Final 60% Design Plans (electronic, pdf)*

**Task 5: Development of Final Design Plans and Cost Estimate**

Using input from the City on the 60% design plans, the Toole Design Team will advance the plans to final design. 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. We understand that this project will not be publicly advertised and will be constructed by City forces. As a result, construction plans are anticipated to be simplified and a reduced level of detail will be provided. It is anticipated that minor clarifications during construction may be required. It is assumed that MDSHA standard items and specifications will be used for this project.

**Task 5 Deliverables & Meetings:**

- *Draft Final Design Plans (electronic, pdf)*
- *Review meeting with City to get input (virtual, 1 hour)*
- *Final Design Plans (electronic, pdf)*

**Scope Assumptions:**

- All submittals will be electronic.
- Review meetings to be held as a conference call or online/video conference.
- This scope of work does not include traffic analysis.
- This scope of work does not include a parking study.
- This scope of work does not include preparing quantity take offs or opinions of probable cost for any interim or final design submissions.
- The project will be constructed with City crews, and bid documents are not required.
- The City will provide Toole Design with:
  - Data including imagery base map, buildings, sidewalks, crosswalks, roads, traffic signals, alleys, and parking
  - Basic design concept parameters: traffic volumes, vehicle speeds, and turn movements, as needed
- 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 included such as the potential relocation of drainage structures and any additional structures to be considered (i.e. trench drains).
- Drainage calculations are not included.
- Stormwater Calculations not included.
- Title research and appraisals for right-of-way acquisition are not included.
- Utility test pits are not included.
- No permit preparation or fees have been included.

Toole Design's fee for this scope of work is **\$55,474** 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,

**Elizabeth M. Gilliam PLA, ASLA** | Director of Design, Mid-Atlantic

**TOOLE DESIGN**

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