

September 29, 2022

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

RE: Hyattsville On-Call: Nicholas Orem Middle School Connections

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 study of the Nicolas Orem Middle School Connections.

The extents of the project corridor include the connections to the road network to the south and east of the Nicolas Orem Middle School, including 32nd Avenue, 33rd Avenue, 34th Avenue north of Nicolson Street, Editor's Park Road adjacent to the Middle School to 33rd Avenue, and connections to from 34th Avenue and Editor's Park Road.

The goal of this project is to coordinate with school officials and other stakeholders to identify a feasible conceptual design to provide improved multimodal connections and ADA accessible paths within the study area.

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 project area using Google Streetview or similar, discussing design goals, challenges, and expectations for each area.

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: Stakeholder Engagement

2A: Initial School Board Elected Official Discussion

Toole Design and the City of Hyattsville will meet with key school board officials representing the Hyattsville area to discuss project goals and determine key stakeholders for the subsequent inreach/outreach steps to engage larger decision making bodies within the Prince George's County Public School system for this project. Based on the information obtained during this meeting, the subsequent scope, schedule and sequence of this project tasks may be refined as needed. If substantial changes are made at this time, a revised scope and fee will be prepared. Toole Design will attend and participate in this meeting, but no formal presentation is anticipated. Toole Design will prepare meeting minutes.

2B: Schoolboard Project Exploration

Once existing conditions have been documented, the project goals, existing conditions, and prior recommendations will be presented to the schoolboard and other key agency stakeholders as identified by City staff and in the initial discussion above to introduce the project and obtain their feedback on initial direction, their experiences, and concerns with the facilities within the study area, relevant planned projects, and any concerns they would like to share. This meeting will be primarily a listening session to understand limitations, concerns and expectations. Toole Design will provide presentation materials on existing conditions, project goals and prior recommendations. We assume two Toole Design staff will attend and lead this meeting with support from City staff. This meeting could be in person or virtual, format to be determined after Task 2A. If in person, we assume meeting location planning and advertising will be completed by the City of Hyattsville. Toole Design will collect and document the feedback obtained during this meeting.

2C: Public Outreach – Project Exploration

A listening session meeting will also be held with the area residents. The timing of this meeting may come before or after Task 2B, as determined based on discussion and scope refinement in 2A. Toole Design staff will attend and lead this meeting. This meeting could be in person or virtual. If in person, we assume meeting location planning and advertising will be completed by the City of Hyattsville. Toole Design will collect and document the feedback obtained during this meeting.

2D: Presentation of Initial Alternatives to School Board

The alternatives developed in Task 4 will be presented to the stakeholder group from Task 2B for concurrence and feedback. Toole Design will provide presentation materials for recommended conceptual designs. We assume two Toole Design staff will attend and lead this meeting with support from City staff. This meeting could be in person or virtual, format to be determined after Task 2A. If in person, we assume meeting location planning and advertising will be completed by the City of Hyattsville. Toole Design will collect and document the feedback obtained during this meeting.

Task 2 Assumptions:

- City of Hyattsville will identify and reserve all in person meeting space and advertise meetings as needed
- No online surveys, story maps, or other online engagement tools are currently included in this scope, but could be provided as needed upon refinement of the scope and fee.

Task 2 Deliverables:

- Initial Local School Board Meeting Minutes and Revised Scope
- Stakeholder and Public Outreach Presentation – Existing Conditions and Project Goals
- Stakeholder and Public Outreach Meeting Notes

- Initial Alternatives Presentation
- Initial Alternatives Meeting Notes

Task 3: Field Visit and Existing Conditions Documentation

Toole Design anticipates that the City will provide Toole Design with GIS data including buildings, edge of road, sidewalk, as well as any recent construction documents. Toole Design will assemble this data into an existing conditions base map on an aerial base 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, location of drainage facilities as based on visual inspection, existing walkway paths and conditions, desire lines, and missing connections and ADA deficiencies, as applicable. Toole Design will then incorporate the data found into the base map. The site visit will also include general behavioral observation of users of the road network. We anticipate two (2) Toole Design staff will attend this site visit.

Task 3 Deliverables

- *Base mapping for use in Task 4*
- *Existing Conditions summary to be included in Task 4 Design Memo and Task 2 Presentations*

Task 4: Concept Elements and Design Memo

Based on the project goals established in the kickoff meeting, and information gathered in Tasks 2A, 2B, and 2c, Toole Design will develop initial concept options to address the project goals. These options will be communicated via concept sketches with up to three alternatives, and in a concept design memo. The concept design memo will 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 or others:

- Pedestrian Plaza at Editor's Park Road
- ADA Accessible Pedestrian and Bike Connections from and between 32nd, 33rd, and 34th Avenues, Oliver Street, and Editor's Park Road
- Wayfinding Signage
- Replaced, improved or new sidewalks

The concepts and memo will be submitted to the City for review and discussed in a review meeting with City staff. Toole Design will revise the concept and memo based on a single set of consolidated comments provided by the City. The revised concepts and memo will be summarized in a presentation for the school board and other key stakeholders as outlined in Task 2D. As directed by the City, a final round of revisions to the concepts and memo will be completed based on feedback received from the presentation and a final set of concepts will be submitted.

Task 4: 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)*
- *Revised Initial Concepts and Memo*
- *Refined preferred alternative based on feedback received from City and Stakeholders in Task 2D*

Scope Assumptions:

- All submittals will be electronic.
- City 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 design submissions.
- 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.
- Basic Drainage considerations included such as the potential relocation of drainage structures as a result of other design recommendations.
- 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 **\$37,640** 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 bmossier@tooledesign.com or 301.927.1900 x222.

Sincerely,

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

TOOLE DESIGN

8484 Georgia Avenue, Suite 800 | Silver Spring, MD 20910
egilliam@tooledesign.com | 301.927.1900 x149