

March 27, 2024

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

RE: Hyattsville On-Call: Lancer Drive & Longfellow Street Concept Design – Traffic Calming

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.

The extent of the project corridor includes Lancer Drive and Longfellow Street between Queens Chapel Road and 36th Avenue, two parallel blocks. The one-way section of Longfellow Street is one-way in the northwest bound direction. Lancer Drive is a two-way yield street with parking allowed on both sides.

The goal of this project is to provide the City with concept plans for traffic calming strategies for the two corridors to address citizen concerns on speed and cut through traffic.

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.

Toole design anticipates a schedule of six (6) months from notice to proceed to complete this scope of 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

Toole Design will use GIS data provided by the City to develop a base map. Toole Design 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 and Meetings:

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

Task 3: Concept Design

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
- Parking space revisions
- Other pavement markings, signs, and flex posts

Task 3A Deliverables and Meetings:

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

Task 3B: Development of Roll Plot Concept Design

Using input from the City on the design concept memo and hand sketches, the Toole Design Team will develop a concept design in color format. 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 in roll plot format, intended for the City to share externally on a public facing website (HelloHyattsville). Toole Design anticipates one round of revisions with minor comments and will submit an updated concept roll plot.

Task 3B Deliverables & Meetings:

- *Draft Concept Design Roll Plot (electronic, pdf)*
- *Review meeting with City to get input (virtual, 1 hour)*
- *Updated Concept Design Roll Plot (electronic, pdf)*

Task 3C: Public Meeting (Virtual)

Upon completion of concept design plans, the Toole Design Team will provide presentation materials and attend a virtual public meeting of one-hour, and up to two virtual calls to prepare for the public meeting.

Task 3C Deliverables & Meetings:

- *Attend one public meeting (assumes two Toole staff, in-person, or virtual meeting)*

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 survey.
- 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 **\$41,000**.

If you have any questions about the above scope and fee, please feel free to contact me, or the on-call 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

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