

September 29, 2022

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

**RE: Hyattsville On-Call: Hamilton Street Concept Design – 4000 and 4100 Blocks**

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 Hamilton Street and 41<sup>st</sup> Street Concept Design.

The extents of the project corridor include the 4000 and 4100 blocks of Hamilton Street from 40<sup>th</sup> Avenue to 42<sup>nd</sup> Avenue, a total length of approximately 0.3 miles, and 41<sup>st</sup> Street from Jefferson Street to Hamilton Street. This segment of roadway includes a one-way westbound section within the corridor limits. Hamilton Street's intersection at 40<sup>th</sup> Avenue is controlled with stop signs and its intersection at 42<sup>nd</sup> Avenue is uncontrolled.

The goal of this project is to provide the City with concept design plans using innovative solutions to reduce vehicular speeds, provide a safer environment for bicyclists and pedestrians, reduce the impervious footprint by incorporating green concepts, respond to local traffic calming requests on 41<sup>st</sup> Street, and to recommend a more inviting connection to Hamilton Park.

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

### *Project Kickoff & Field Visit*

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 project delivery 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.

### *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 5)*
- *Prepare monthly progress reports (up to 5)*

## **Task 2: Hamilton Street and 41<sup>st</sup> Street Concept Design**

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. Toole Design will also note behavioral observations noting both driver behavior and pedestrian or cyclist travel patterns.

#### *41<sup>st</sup> Street at Jefferson Stop Sign Warrant and Speed Study*

Toole Design will gather a twelve-hour turning movement count at the intersection of 41<sup>st</sup> Street and Jefferson Street, as well as a 24 hour speed and volume tube count on 41<sup>st</sup> Street between Jefferson and Ingraham. Using that data, a four way stop warrant analysis at the intersection of 41<sup>st</sup> and Jefferson will be conducted in response to citizen requests. A speed study looking at traffic on 41<sup>st</sup> Street between Jefferson and Hamilton will also be provided. A summary memo with the results of this analysis will be provided, which will also include recommended traffic calming measures to address speeding or unsafe intersection operations documented in this study. This information will also be used to inform the concept plan development in subsequent tasks.

#### *Draft Concept Design Plans*

Based on the design goals established in the kickoff meeting and input from public comments outlined under Task 3, Toole Design will develop Draft Concept Design Plans for one design option.

The Draft Concept Design Plans may include the following treatments:

- High-Visibility Crosswalks
- Pedestrian refuge islands
- Curb extensions
- Chicanes
- Revised on-street parking configurations
- Permeable pavers for on-street parking areas
- Signs to enhance pedestrian crossings and awareness of bicycles
- Striped bike lanes, buffers, or shared-lane markings
- Speed humps
- Other pavement markings, signs, and flex posts

The Draft Concept Design Plan set (7 sheets) and any supplemental documents will be submitted electronically in PDF format:

- Cover Sheet (1 sheet)
- Draft Concept Design Plans at 1"=20' Scale (4 sheets)
- Signing and Pavement Marking Details (2 sheets)
- Draft Concept Design Memo
- Opinion of probable cost

Toole Design will conduct a one-hour comment coordination conference call to discuss the Draft Concept Design Plans with the City and will provide meeting notes documenting the discussion and recommended revisions. The recommended revisions will be addressed in the Final Concept Design Plans.

#### *Final Concept Design Plans*

Based on the comments received on the Draft Concept Design Plans from the City, Toole Design will develop the Final Concept Design Plans. The Final Concept Design Plan set (7 sheets) and any supplemental documents will be submitted electronically in PDF format:

- Cover Sheet (1 sheet)
- Final Concept Design Plans at 1"=20' Scale (4 sheets)
- Signing and Pavement marking Details (2 sheets)
- Final Concept Design Memo
- Opinion of probable cost

#### *Deliverables & Meetings*

- One (1) draft concept design plan (full-size pdf)
- One (1) draft design concept memo
- One (1) draft opinion of probable cost
- One (1) 1-hour review meeting via conference call
- One (1) comment-response log after conference call with the City
- One (1) Final Concept Design Plan (full-size pdf)
- One (1) Final Design concept memo
- One (1) Final opinion of probable cost

### **Task 3: Public Meeting / Renderings**

Before finalizing the concept design plans, the Toole Design Team will provide presentation materials for one (1) public meeting to present initial design concepts and obtain feedback from the local public. Draft renderings of potential design treatments to be considered 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.

#### *Task 2 Deliverables & Meetings:*

- Draft Renderings – 8 total (electronic, pdf for virtual meeting, presentation boards for in-person meeting)
- 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, or virtual meeting)

#### *Project Assumptions*

- All submittals will be electronic.
- 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 beyond the stop warrant.
- 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
- 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 **\$36,877** and is 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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