

September 29, 2022

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

RE: Hyattsville On-Call: Nicholson Street 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 Nicholson Street Improvements.

The extents of the project corridor include the section of Nicholson Street from Ager Road to 31st Avenue for a total length of approximately 0.25 miles.

The goal of this project is to provide the City with 30% design plans to include possible curb extensions or bumpouts at the 30th and 31st Street intersections to help provide traffic calming, shorten pedestrian crossing distances and generally clarify desired vehicular paths through the skewed intersections, a new crosswalk near the Heurich Mobility Playground, green parking using permeable pavers and other general road, sidewalk, and drainage improvements as necessary.

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, pedestrian crossing, 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 5)*
- *Prepare monthly progress reports (up to 5)*

Task 2: Field Visit and Data Collection

Prior to starting any design work, Toole Design incorporate the survey services of Mercado Consultants, Inc. (Mercado). Mercado will set project control by real time GPS surveys extended by conventional traverse and leveling as required to support the survey. Mercado will perform a field topographic survey to locate all features typically shown on an SHA type topographic survey including curb lines, roadway, sidewalks, visible indications of utilities, break-lines, all surface accessible features needed to create a surface model. Please see attached proposal for Mercado's work. Mercado will assemble this data into an existing conditions base map and Toole Design will use this map to confirm the existing conditions and accuracy of the plan during a field visit. Toole Design also anticipates that the City will provide Toole Design with GIS data including buildings, edge of road, sidewalk, etc. 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*
- *Topographic Survey by Mercado, including GIS property mosaic*

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 assist in the development of initial concept options for revisions of the skewed 30th and 31st Street intersections. Design options and implications 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, including the use of permeable pavers
- Other pavement markings, signs, and flex posts

In addition, Toole Design will incorporate the use of the City-owned pedestrian crossing lighting and sign assemblies at a new mid-block crossing near the Heurich Mobility Playground. Toole will review the roadway operations, pedestrian desire lines and vehicular sight distance to determine the recommended placement for the pedestrian crossing assembly.

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: 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 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 3B Deliverables & Meetings:

- *Draft 30% Design Plans (electronic, full-size pdf)*
- *Review meeting with City to get input (virtual, 1 hour)*
- *Final 30% Design Plans (electronic, full-size pdf)*
- *Draft and Final Opinion of Probable Cost (electronic, pdf)*

Task 3C: Public Meeting / Rendering

Upon completion of 30% design plans, the Toole Design Team will provide presentation materials and two illustrative renderings illustrating the proposed condition of the roadway for the public meeting.

Task 3C Deliverables & Meetings:

- *Draft Rendering – 2 total (electronic, pdf)*
- *Final Rendering – 2 total (electronic, pdf)*
- *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 traffic analysis.
- This scope of work does not include a parking study.
- 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
- 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.

Toole Design's fee for this scope of work is **\$50,705** and based on the five-month fee and schedule attached. This fee includes \$12,898 the estimate for survey work.

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 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