

## TASK ORDER PROPOSAL

August 4, 2022

To: Hal Metzler, Deputy Director of Public Works  
Organization: City of Hyattsville, Maryland  
From: Dan Goodman, Toole Design  
Project: City of Hyattsville *Traffic Calming and Multimodal Safety Toolbox*

**Re: Task Order Proposal**

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Please find enclosed a task order proposal with an associated cost estimate for the development of the City of Hyattsville *Traffic Calming and Multimodal Safety Toolbox*. On this task, Dan Goodman will serve as Principal-in-Charge and Scott Harris will serve as Project Manager. Jordan Sliz will serve as Deputy Project Manager and Rob Pinkney and Barbara Moser will serve as Senior Engineers. As the Project Manager of the on-call contract, Barbara Mosier will also provide oversight and coordination between this effort and other concurrent activities.

### Project Understanding

This task will result in a *Traffic Calming and Multimodal Safety Toolbox* for the City of Hyattsville. The toolbox will inform internal and external stakeholders about options for calming traffic, reducing cut through traffic, and improving safety for all users. It will focus on addressing motor vehicle speed and volume issues. It will be tailored to the Hyattsville context and will highlight what works in different situations. Topics to be addressed may include bulb outs, bioretention areas, road diets, lane diets, radius reductions, intersection improvements, raised crosswalks, and chicanes. It will include references to research, citations to existing design guidance, and implementation considerations. The toolbox will be written for a local community audience and is also anticipated to inform dialogue with developers and other local planning and design processes. It will help to educate residents and other stakeholders, while also contributing to shared understanding and realistic expectations regarding countermeasure selection, appropriate applications, timelines, and cost. The toolbox will help to explain what the City is currently doing, while also informing and influencing activities moving forward.

This task will take around six months and is anticipated to start in mid-August 2022. The final product will be delivered as a PDF and/or web-based document in which individual treatments can be linked for sharing with the public. Creating or updating standard details are not included within this task.

Toole Design will provide support in finalizing the Toolbox content, drafting the Toolbox document, engaging with key stakeholders on the draft Toolbox, and finalizing the Toolbox for publication. The project team will meet virtually every other week during the development of the *Traffic Calming and Multimodal Safety Toolbox* to ensure all task work is being accomplished on target.

Existing graphics and material relating to the City's other efforts can be incorporated for background and context. A limited number of original graphics are anticipated to be developed as part of this effort, but it will also incorporate existing graphics where possible. Education, encouragement, or other programmatic approaches may be included in the toolbox, but the focus will be on roadway engineering or operations-related (i.e., speed or signal) countermeasures.

## Task 1: Project Management

Our team understands how important project management and a clear path forward are for promoting and ensuring project success. By establishing project goals, objectives, and expectations at the onset of this project, our team and City staff will be able to proceed with confidence and understanding of management procedures.

Toole Design will prepare for and participate in a kickoff meeting with the City's Project Manager and staff to review the project scope, schedule, deliverables, budget, key project assumptions, data availability, and communication protocols to clearly identify project expectations. At the kickoff meeting, we will also confirm our quality control approach and associated procedures. Assumptions and caveats discussed at this meeting will be confirmed in writing after the meeting. Regular status calls will be held every two weeks between the Toole Design Team and the City to discuss project status, clarify any questions, and maintain project momentum.

### *Task 1 Deliverables*

- *Kickoff meeting*
- *B-weekly project status update meetings*
- *Monthly progress reports*

## Task 2: Content Outline

Toole Design will develop a preliminary outline for the *Traffic Calming and Multimodal Safety Toolbox* to share with the City. This outline will include proposed sections, section content, and tools for inclusion in the toolbox with baseline information for each tool. It is anticipated that the toolbox will include 12-16 topics in total.

The consulting team will also identify tools that were considered for inclusion in the Toolbox but not selected for inclusion in the final outline as part of the outline documentation. This will provide a reference for City staff moving forward. The outline and eventual toolbox will likely be organized around problems to be addressed and options for addressing them.

Once complete, Toole Design will send the final outline of Toolbox content to the City for review. The City will return feedback on the outline within ten business days. Toole Design will then finalize the annotated outline and content and send to City staff for final approval.

### *Task 2 Deliverables:*

- *Draft Toolbox Annotated Outline & Content – Initial Cut (12-16 topics)*
- *Final Toolbox Annotated Outline & Content*

### Task 3: Draft Toolbox

The project team will use the Toolbox Annotated Outline and Content developed in Task 2 to create the Draft *Traffic Calming and Multimodal Safety Toolbox*. The Toolbox will be a clear, easy to understand public-facing PDF document and/or website based on the City's choice.

Toole Design will use and cite references and resources to develop Toolbox content including but not limited to the following:

- FHWA resources such as the *Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts* report
- National Association of City Transportation Officials Guides:
  - o Urban Street Design Guide
  - o Urban Bikeway Design Guide
  - o Designing for All Ages & Abilities
  - o Don't Give Up at the Intersection
  - o Transit Street Design Guide
- The Manual on Uniform Traffic Control Devices (MUTCD)
- PEDSAFE
- BIKESAFE
- FHWA Countermeasure Selection Toolbox <https://safety.fhwa.dot.gov/intersection/stop/fhwasa15085.pdf>
- CMF Clearinghouse
- Uncontrolled Intersection Safety Guide
- NCHRP 926: Guidance to Improve Pedestrian and Bicyclist Safety at Intersections
- City of Hyattsville, Prince George's County, and State of Maryland guidelines and regulations

The consulting team will collaborate with City staff at the biweekly project meetings and through ongoing communication on the final product's format, design, and content. The consulting team will send the Draft Toolbox to City staff for review and comment. The City will return feedback within 15 business days. The consultant will then finalize the Draft Toolbox and send to City staff for approval within ten business days.

#### *Task 3 Deliverables:*

- *Draft Toolbox*
- *Updated Draft Toolbox for Public Review*

### Task 4: Stakeholder Engagement

While the *Traffic Calming and Multimodal Safety Toolbox* is intended to be a technical document, the City of Hyattsville would like to provide key stakeholders the opportunity to review and provide feedback on the format, content, and usefulness of the document. Therefore, the city will host a public workshop (likely virtual) to gather feedback on the Draft Toolbox.

In coordination with City staff, Toole Design will create a public workshop agenda and identify an interactive activity to engage and encourage participants to share their feedback on the Draft Toolbox content (e.g., local examples, context considerations, suggestions for additional information to include, opportunities to align with other recent or ongoing planning and design activities, etc.).

Toole Design will work with the City to ensure equitable and accessible engagement outcomes through the event. Consultant staff will also support this meeting by creating a PowerPoint presentation that summarizes key aspects

of the Draft Toolbox in a concise and easily understandable way. The consultant team will provide a draft presentation for the workshop to City staff for review in advance of the workshop. City staff will send comments on the presentation and Toole Design will provide the final presentation for City approval.

Workshop materials will be made available on the project website in advance of the meeting. Members of the public who cannot attend the workshop will have the option to provide feedback online. City staff will be responsible for posting and tracking the online feedback option and compiling comments for submittal to the consulting team. Consultant staff will then be responsible for summarizing feedback from the meeting and online form into one summary document of this engagement task.

In addition to the public workshop, Toole Design will host and lead up to three stakeholder meetings to review draft material and solicit feedback. The target groups for these meetings will be coordinated with the City's Project Manager and could include City Council, resident groups, and/or jurisdictions such as the Maryland State Highway Administration.

*Task 4 Deliverables:*

- *Draft Public Workshop PowerPoint Presentation and other Material*
- *Final Public Workshop PowerPoint Presentation and other Material*
- *Up to three (3) stakeholder meetings*
- *Engagement Summary and Takeaways Memo*

## **Task 5: Final Toolbox**

Using the feedback collected in Task 4, Toole Design will work with City staff to identify which corresponding changes and adjustments will be made to the Draft Toolbox. The consultant will make changes to the document and send a final version for City staff review. The City will return any final feedback within 10 business days. The consultant will then finalize the *Traffic Calming and Multimodal Safety Toolbox* and send to City staff for approval.

*Task 5 Deliverables:*

- *Traffic Calming and Multimodal Safety Toolbox for Final Review*
- *Final Traffic Calming and Multimodal Safety Toolbox (PDF format assumed)*

## Task Order Cost Estimate

Task Number	Task Name	Budget
1	Project Management	\$ 6,000
2	Content Outline	\$ 4,000
3	Draft Toolbox	\$ 32,000
4	Stakeholder Engagement	\$ 18,000
5	Final Toolbox	\$ 16,000
	<b>Total</b>	<b>\$ 76,000</b>