



Low Impact
Development
Center

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~~August 10, 2021~~ **UPDATED 8/30/21**

Lesley Riddle
Director of Public Works
Department of Public Works
City of Hyattsville
4633 Arundel Place
Hyattsville, Maryland 20781

Re: CBT Grant Award #19550 – Concept Study for Environmental Service Center

Subject: Low Impact Development Center, Inc. (LID Center) Scope of Work

Dear Ms. Riddle:

We are pleased to learn that the City of Hyattsville was successful in obtaining conceptual design funds for the Environmental Service Center Depot. We look forward to working with the City on this project.

The City of Hyattsville and its Department of Public Works (DPW) have invested significantly in green infrastructure over the past 8+ years. This includes the design and incorporation of rain gardens, bioretention ponds, and green streets throughout the City. The City has also worked hard to implement other sustainable technologies and practices to reduce its carbon footprint and reduce waste streams. This includes expanding the collection of electronic recycling, food scraps, and household paints; establishing public and private tree planting programs; and growing its fleet of electric vehicles from 0 five years ago to 6 today. This growth has resulted in the City needing a depot to manage these services and to utilize technologies to improve its ability to serve as a demonstration to other municipalities.

The purpose of this proposal is to prepare a concept and evaluate potential locations for an environmental and electric vehicle depot within the City of Hyattsville. It is anticipated that a primary depot would be placed in close proximity to DPW and would include a covered area for an oil/antifreeze recycling and household paint drop-off for use by City residents; a level 2 electric charging station; and recycling facilities for electronics, general recyclables, and food scraps. Stormwater management will be incorporated into the design to ensure runoff is treated on-site to the greatest extent possible. In addition, the LID Center will prepare a conceptual design for a solar-powered environmental and electric vehicle kiosk to be piloted in one to two City-specified locations. The intent would be to provide convenient locations for composting and recycling for City residents.

Five specific activities/tasks have been identified. The descriptions and proposed start and end dates are identified in the table below. Start and end dates have been adjusted to reflect the period of performance specified in the grant award agreement, which states that the period of performance ends on 5/1/2022. Please note that it will be important to start this work as quickly as possible to meet this deadline.

LID Center Scope of Work and Budget

	Activity/Task Description	Start Date	End Date	Cost
1	Initiate project – Hold kick-off meeting to initiate the project. Includes prep time for evaluating depot and kiosk ideas.	9/1/2021	9/15/2021	\$2,390
2	Conduct site assessment – Assess location(s) identified by DPW as potential locations for environmental and electric vehicle depot, as well as potential locations for environmental and electric kiosks. Assumes no more than two (2) sites will be assessed for the depot, and no more than four (4) sites will be assessed as potential kiosk locations. Narrow down to one (1) site for a conceptual depot design and one (1) representative site layout for kiosk location.	9/15/2021	11/1/2021	\$5,235
3	Prepare draft concepts – Prepare initial concepts for both the depot and kiosk. Includes one (1) round of review and follow-up edits by the LID Center.	11/1/2021	1/10/2022	\$7,690
4	Engage community – Prepare community engagement materials for the City of Hyattsville's use to obtain input and feedback on conceptual designs. Support the City in its community engagement efforts. At the City's discretion, an online / printed survey may be prepared regarding community needs. Educational may also be prepared to explain exactly what type of waste would go into each bin and the benefits of recycling and composting.	12/15/2021	3/15/2022	\$4,380
5	Finalize conceptual design – Finalize conceptual design for depot and kiosks based on community input. Present final conceptual design to Hyattsville DPW.	3/15/ 2021 2022	5/1/ 2021 2022	\$8,200
Total Cost				\$27,895

Once complete, the conceptual designs may be utilized by the City to pursue additional funding for final design and construction.

Respectfully,



Neil Weinstein
Executive Director
Low Impact Development Center, Inc.