



Takoma Park City Council Meeting – September 5, 2018 Agenda Item 5D

Voting Session (Consent Agenda)

Single Reading Ordinance Authorizing the Execution of a Contract for Design and Engineering Services for the New Ave Bikeways Project (Maryland Bikeways Grant)

Recommended Council Action

Adopt Ordinance

Context with Key Issues

Since 2008, the City of Takoma Park has advanced planning efforts for the development of a multiway boulevard along the New Hampshire Avenue (MD-650) corridor. With the completion of the Takoma Langley Transit Center, installation of two Capital Bikeshare stations, and the upcoming Purple Line construction, the New Ave Bikeway project leverages transit investment by increasing regional and neighborhood connectivity to bus and rail systems.

The City received a Metropolitan Washington Council of Governments Transportation-Land Use Connections grant in May 2016 to develop initial design plans for the future implementation of a low-stress bikeway along New Hampshire Avenue connecting the Sligo Creek Trail with the Ethan Allen Gateway to the South and the Takoma Langley Crossroads to the North. Thirty percent design plans for this project were completed by the engineering firm RK&K and were presented to the City Council in May 2017.

The City was awarded an additional \$240,000 in grant funds from the Maryland Bikeways in November 2017 to continue design work on the planned bikeway. The project includes the completion of a semi-final design for the bikeway (60% plans) as well as a natural resources inventory and associated agency outreach. The grant requires the City to fund 20% of the total project cost which is estimated to be \$300,000. Staff is recommending the continued engagement of RK&K in the development of the project.

Council Priority

A Livable Community for All; Environmentally Sustainable Community; Engaged, Responsive, and Service-Oriented Government

Environmental Considerations

The proposed bikeway will encourage alternative modes of transportation by creating a safer, more accessible travel lane separate from high speed vehicle traffic. Dedicated bicycle infrastructure will help encourage bicycles as transportation in Takoma Park.

Fiscal Considerations

The FY19 Budget includes matching funding in the amount of \$60,000, which is 20% of the total project cost, to secure the \$240,000 Maryland Bikeways grant.

Racial Equity Considerations

The New Hampshire Avenue Bikeway will provide greater transportation options for residents in Ward 6, an area of the City with a large minority population and underserved transportation connections. The bikeway would improve cycling access to a more diverse population of the community by creating safer, dedicated bicycling infrastructure.

Attachments and Links

- [New Ave Bikeway Project Page](#)
- [Takoma/Langley Crossroads Sector Plan](#)
- Single Reading Ordinance Authorizing Execution of a Contract for Design and Services for the New Ave Bikeway Project
- Award Letter from Maryland Department of Transportation

Introduced by:

Single Reading

City of Takoma Park, Maryland

Single Reading Ordinance Authorizing Execution of a Contract for Design and Engineering Services for the New Ave Bikeways Project

WHEREAS, the City of Takoma Park received a Metropolitan Washington Council of Governments Transportation-Land Use Connections grant in May 2016 to develop initial design plans for the future implementation of a low-stress bikeway along New Hampshire Avenue connecting the Sligo Creek Trail with the Ethan Allen Gateway to the South and the Takoma Langley Crossroads to the North; and

WHEREAS, the initial 30% design plans for this project were completed by the engineering firm of RK&K and were presented to the City Council in May 2017; and

WHEREAS, the City of Takoma Park was awarded additional funding from the Maryland Department of Transportation's Maryland Bikeways program in November 2017 to complete semi-final 60% design work for that portion of the bikeway which extends along an existing service lane on the southbound side of New Hampshire Avenue from Auburn Avenue to Holton Lane; and north from Ethan Allen Avenue to Holton Lane; and

WHEREAS, the total cost of this second phase of the project is estimated at three hundred dollars and is to be funded by the referenced Maryland Bikeways Grant (\$240,000) with the balance (\$60,000) financed by the City to satisfy the local match requirements set forth in said grant; and

WHEREAS, the City has entered into a contract with the firm of RK&K to provide ongoing and comprehensive engineering and design work; and

WHEREAS, the Housing and Community Development Department has recommended the execution of a contract amendment with RK&K to complete this phase of the project; and

WHEREAS, sufficient funds for the project are included in the FY19 budget.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1: The City Manager or her designee are hereby authorized to enter into an agreement with RK&K for services related to the design and engineering of the New Ave Bikeway at a cost not to exceed THREE HUNDRED THOUSAND DOLLARS (\$300,000.00).

SECTION 2: This ordinance shall become effective immediately.

ADOPTED this ___ day of _____, 2018 by roll call votes as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:



Maryland Department of Transportation
The Secretary's Office

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Pete K. Rahn
Secretary

November 29, 2017

Ms. Rosalind Grigsby, Community Development Coordinator
City of Takoma Park Department of Housing and Community Development
7500 Maple Ave
Takoma Park MD 20912

Dear Ms. Grigsby:

Congratulations on submitting a successful Maryland Bikeways Program project application!

The Maryland Department of Transportation (MDOT) has approved the following grant award:

Grant Award Fiscal Year	FY2018
Project Name	New Hampshire Avenue Bikeway (Section A - 60% Design)
Award Amount	\$240,000
Project Category	Design

The information below outlines important steps to successfully complete the project and receive reimbursement from MDOT. Please note that no reimbursable expenditures may be incurred under this grant until a Grant Agreement is executed by your agency and by MDOT. MDOT will initiate the Grant Agreement after receiving the project work plan and reviewing the project scope, as outlined below.

Step 1: Submit a Project Work Plan

- The first step for all projects is to update the project work plan submitted with the grant application. The work plan will serve as the basis for quarterly updates that will document progress and any changes to the intended schedule. We have provided comments on the work plan submitted with the application, and those are attached to the email version of this letter. Please revise the work plan accordingly and submit it to MDBikeways@mdot.maryland.gov by **Wednesday, January 3, 2018**.
- If the grant award is a partial amount of the application request, please submit a revised Project Budget along with the Work Plan.

My telephone number is _____
Toll Free Number 1-888-713-1414 TTY Users Call Via MD Relay
7201 Corporate Center Drive, Hanover, Maryland 21076

Step 2: Submit Work Scope Details

- Because the grant award will reimburse Design services, please submit the Design Scope of Work. MDOT staff will provide comments to ensure that proposed activities and expenditures are allowable under the grant program guidelines and consistent with the approved grant application. MDOT will then use this information to prepare a grant agreement.

Step 3: Execute Grant Agreement

- Once MDOT has reviewed the documentation described above and comments have been substantially addressed, MDOT will provide for execution a Grant Agreement describing the project scope, funding reimbursement limit, matching commitment, and terms and conditions.
- The Grant Agreement will be executed in triplicate, signed first by the grantee and then by MDOT. One fully executed original will be provided to the grantee.

Step 4: Project Management, Reporting and Reimbursement

- The grantee may begin incurring reimbursable expenses only after the Grant Agreement has been fully executed.
- If there are any significant changes to the project schedule or budget thereafter, the grantee must notify MDOT as soon as possible.
- Please review Bikeways Program Guidelines for complete project management information. The Guidelines and all program documents are available on the Bikeways Program website: www.mdot.maryland.gov/Bikeways.
- Key project management requirements include:
 - Quarterly Updates must be submitted quarterly using the template for Project Work Plans, with the first one due **April 10, 2018**.
 - A Final Report is to be completed and submitted with the final Reimbursement Claim. Both are available on the Bikeways Program website.
 - Reimbursement Claims must be completed and submitted with a cover letter and supporting documentation using the Bikeways Reimbursement Claim form.
 - Regular staff time is not a reimbursable expenditure.
 - Records must be retained for three years from date the final Reimbursement Claim is submitted to MDOT.

The owner of the project retains responsibility for approving final design, managing construction, including appropriate maintenance of traffic, and inspecting construction. Grant recipients must agree to defend and hold the state free from liability in case of claim or suit arising from the construction, operation, or maintenance of this project. MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation; however, MDOT recognizes that flexibility may be justified for the

Ms. Rosalind Grigsby
Page Three

provision of bicycle facilities on local roads in certain contexts and circumstances. Links to relevant design manuals and guidelines are provided on the Bikeways Program website at www.mdot.maryland.gov/Bikeways. MDOT will provide advisory comments on proposed design elements and retains the authority to deny grant funding to any project or portion thereof for which comments are not satisfactorily addressed.

If you have any additional questions or concerns, please contact Ms. Virginia Burke, Program Specialist, MDOT Office of Planning and Capital Programming (OPCP), at 410-865-1304 or via email at vburke@mdot.state.md.us. Ms. Burke will be happy to assist you.

Sincerely,



Heather Murphy
Director
Office of Planning and Capital Programming

cc: Ms. Virginia Burke, Program Specialist, OPCP, MDOT