



Takoma Park City Council Meeting – May 10, 2023 Agenda Item 5

Work Session

Single Reading Ordinance Authorizing the Execution of a Contract for Design and Engineering Services for the Maple Avenue Connectivity Project

Recommended Council Action

Discuss and provide feedback for a voting session on May 17, 2023.

Context with Key Issues

Maple Avenue is a well-traveled neighborhood street that connects residents and visitors to schools, work places, dense housing, transit, and recreational opportunities. As part of Takoma Park's long-term commitment to multi-modal transportation, the City is developing the Maple Avenue Connectivity Project to strengthen transportation connections and prioritize pedestrians, bicyclists, and transit users to provide safer, more convenient, and more comfortable travel for all roadway users. The project is to develop robust bikeway options and include a bike/pedestrian upgrade to the bridge crossing Sligo Creek. The project will improve connections to the Sligo Creek Trail, two Capital Bikeshare stations, three schools, the City Building and library, and the Takoma Metro Station.

In October 2022, the City was awarded a grant of \$304,000 from the Maryland Department of Transportation (MDOT) Kim Lamphier Bikeways Program to develop final design plans for Maple Avenue from the Sligo Creek Parkway to the DC boundary line. The grant requires a 20 percent City match of \$76,000, for a total project of \$380,000. Once the final design phase is completed, the City will seek construction funding.

City staff released a Request for Proposals from qualified consulting firms to assist in developing final designs for the Maple Avenue Connectivity Project. The deadline for submissions was February 15, 2023. The City received two submission. Following staff review and evaluation of the submissions, the staff proposes that the City award the contract to RK&K for the work.

This grant builds on the Metropolitan Washington Council of Governments Transportation-Land Use Connections technical assistance grant that City received in May 2020. Thirty percent design plans for this project were completed by the engineering firm, Toole Design Group, and were presented to the City Council in June 2021.

Council Priority

Advancing a Community of Belonging; Environmentally Sustainable Community – Climate change mitigation; Engaged, Responsive, and Service-Oriented Government; Community Development for an Improved & Equitable Quality of Life – Improve transportation planning, design, and implementation.

Environmental Considerations

The Maple Avenue Connectivity Project will encourage alternative modes of transportation by creating safer pedestrian, bike and transit options in Takoma Park in order to reduce carbon emissions.

Fiscal Considerations

The FY24 Budget includes matching funding in the amount of \$76,000, which is 20% of the total project cost, to secure the \$304,000 Kim Lamphier Bikeways grant.

Racial Equity Considerations

The Maple Avenue Connectivity Project will provide greater transportation options for residents in Ward 4, an area of the City with a large minority population and underserved transportation connections, as well as residents in other wards traveling to and through the area. The bikeway would improve multi-modal access to a more diverse population of the community by creating safer, dedicated bicycling and pedestrian infrastructure.

Attachments and Links

- [Maple Avenue Connectivity Project webpage](#)
- Single Reading Ordinance Authorizing Execution of a Contract for Design and Services for the Maple Avenue Connectivity 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 Maple Avenue Connectivity Project

WHEREAS, the City of Takoma Park was awarded \$304,000.00 from the Maryland Department of Transportation’s Kim Lamphier Bikeways program to complete final design work for the Maple Avenue Connectivity Project; and

WHEREAS, the City provides a match of \$76,000.00 for design and engineering services for the project; and

WHEREAS, the complete proposed project will extend along Maple Avenue from Sligo Creek Parkway to the boundary line with Washington, DC; and

WHEREAS, the City was awarded funding for preliminary designs in 2020 by the Metropolitan Washington Council of Governments Transportation and Land Use Connections Program; and

WHEREAS, 30 percent designs for the Maple Avenue Connectivity Project were completed by Toole Design Group in May 2021; and

WHEREAS, the proposed project will create robust bikeway options and include a bike/pedestrian upgrade to the bridge crossing Sligo Creek. The project will improve connections to the Sligo Creek Trail, two Capital Bikeshare stations, three schools, the City Building and library, and the Takoma Metro Station; and

WHEREAS, final designs and engineering are necessary prior to the project’s eventual construction; and

WHEREAS, the City put out a Request for Proposals, received two submissions, and evaluated the proposals; and

WHEREAS, the Housing and Community Development Department recommends the execution of a contract with Rummell, Klepper, & Kahl, LLP (RK&K) to complete this phase of the project; and

WHEREAS, sufficient funds for the proposed project budget are budgeted in FY24.

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

SECTION 1: The Acting City Manager and his designee are hereby authorized to enter into an agreement with RK&K for services related to the design and engineering of the Maple Avenue

Connectivity Project at a cost of Three Hundred Eighty Thousand Dollars (\$380,000).

SECTION 2: This ordinance shall become effective immediately.

ADOPTED this ___ day of May, 2023 by roll call votes as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
James F. Ports, Jr.
Secretary

October 26, 2022

Mr. Alex Freedman
City of Takoma Park
7500 Maple Avenue
Takoma Park MD 20912

Dear Mr. Freedman:

Congratulations on submitting a successful project application to the Maryland Department of Transportation (MDOT) Kim Lamphier Bikeways Network Program.

The MDOT has approved the following grant award:

Grant Award Fiscal Year: FY 2023
Project Name: Maple Avenue Complete Street Redesign
Award Amount: \$304,000
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. The MDOT will initiate the grant agreement after receiving and approving the project work plan and scope, as outlined below. The MDOT reserves the right to rescind any award that does not have an executed grant agreement within one year of award.

Step 1: Submit 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. If applicable, we have provided comments on the work plan submitted with the application, and those are attached to the email version of this letter. Please update your work plan and email to mdbikeways@mdot.maryland.gov by **Friday, November 18, 2022**.
- If the grant award is a partial amount of the application request, please submit a revised Project Budget along with the work plan.

Step 2: Submit Work Scope Details

- Since the grant award will reimburse design services, please submit the Design Scope of Work. The MDOT staff will provide comments to ensure that proposed activities and expenditures are allowable under the grant program guidelines and are consistent with the approved grant application. The MDOT will then use this information to prepare the 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 of a grant agreement describing the project scope, funding reimbursement limit, matching commitment, and terms and conditions.
- The grant agreement will be executed electronically, 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

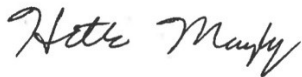
- The grantee may begin incurring reimbursable expenses only after the grant agreement has been fully executed.
- If there are any significant changes to the project schedule or budget thereafter, the grantee must notify MDOT as soon as possible.
- Please review the Bikeways Program Guidelines for complete 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. The first Quarterly Update will be due on **Tuesday, January 10, 2023**.
 - 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 supporting documentation using the Bikeways Reimbursement Claim form.
- Regular staff time is not a reimbursable expenditure.
- Records must be retained for three years from the date that the final Reimbursement Claim is submitted to MDOT.

The owner of the project retains responsibility for approving final design and for managing construction, which includes appropriate maintenance of traffic, permitting, and project inspections. Grant recipients must agree to defend and hold the state free from liability in case of any claim or suit that may arise from the construction, operation, or maintenance of this project. The MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation. However, MDOT also recognizes that flexibility may be justified for the 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. The 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 Mr. Nate Evans, Active Transportation Planner, MDOT Office of Planning and Capital Programming (OPCP), at 410-865-1304 or via email at nevans1@mdot.maryland.gov. Mr. Evans will be happy to assist you.

Sincerely,



Heather Murphy
Director, OPCP

cc: Dr. Martha Baker, Deputy Director of Bicycle and Pedestrian Access, OPCP, MDOT
Mr. Nate Evans, MDOT Kim Lamphier Bikeways Network Program Manager, OPCP,
MDOT