

CITY OF COLLEGE PARK

CONTRACT

THIS CONTRACT is made by and between the City of College Park, (hereinafter referred to as the "City") and Sabra & Associates, Inc., a corporation located at 7055 Samuel Morse Drive, Suite 100, Columbia, MD 21046 (hereinafter referred to as "Contractor").

WHEREAS, the City, for itself and on behalf of the University of Maryland, College Park ("UMD"), seeks the services of a traffic engineer to be part of the development team to redevelop a key block in downtown College Park to include a Class-A City Hall and University office building and a prominent public plaza ("Project"); and

WHEREAS, the Contractor is willing to provide said services as a traffic engineer.

NOW THEREFORE, the parties hereto agree as follows:

I. SCOPE OF WORK

The scope of services to be performed by the Contractor as traffic engineer, who will act as an independent contractor, follows:

Site Permitting

- a. Provide all required regulatory submissions, notices, and permit applications. Regulatory submission to include traffic impact and access study (TIAS), and any other traffic engineering studies, reports, or submissions that may be required for this development.
- b. Attend all public meeting and hearings, provide all necessary presentation materials and coordinate responses to public comments.

Design

- c. Site Plan Design Assistance
 - i. Assume design coordination with City and its consultants to assist with site access, parking, loading, and circulation design.
- d. Conceptual Building Access and Loading:
 - i. Assist throughout Schematic Design and Design Documents of each building with respect to access, parking, design, and loading.

Regulatory Agencies

- e. Comply in all permitting and design work with requirements from the Transportation Section, Maryland-National Capital Park and Planning Commission and the Maryland Department of Transportation, and the Maryland State Highway Administration.

II. CONTRACT TERM/DATES OF WORK

The Contractor shall begin work within ten days of notice to proceed. Work shall be completed in compliance with a schedule of work to be developed upon contract award and execution with the parties and the development team. Time is of the essence to the completion of work under this Contract.

III. CONTRACT PRICE

The price to be paid by the City to the Contractor for work under the Contract is:

Twenty-Three Thousand Five Hundred and 00/100 Dollars (\$23,500.00).

Invoices for payment of services may be submitted on a monthly basis and must be accompanied by any other documentation required by the City. Invoices will be paid after approval by the City Finance Officer.

Additional services related to this Contract shall be provided by the Contractor on an as-needed basis as directed by the City in writing. Such services shall be billed to the City at the hourly rates bid by the Contractor.

Except as noted herein, in no event shall the amount billed by the Contractor exceed that amount attributed to the work completed as of the date of the bill.

IV. STATUS OF CONTRACTOR

The Contractor shall perform the services described herein as an independent contractor and not as an employee of the City.

V. INSURANCE AND INDEMNIFICATION

Contractor will purchase and maintain during the entire term of this Contract, comprehensive general liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Contractor will name the City, UMD, and their respective officials, officers, employees, contractors and agents ("Indemnified Parties") as additional insureds and shall provide an additional insured endorsement ISO CG 20 10 and CG 20 37 or their equivalents for all policies or their equivalents with the exception of the Workers Compensation and Professional Errors and Omissions Insurance.

a. Commercial General Liability ("CGL"): Coverage for general liability claims arising from operations of the Contractor, subcontractors and suppliers, with terms and conditions of the CGL coverage to be provided through the use of ISO Coverage Form CG-00-01-1001 or its equivalent, and shall include at minimum the following:

1. \$2,000,000 Per Occurrence Limit;
2. \$4,000,000 General Aggregate Limit;
3. \$4,000,000 Products/Completed Operations Limit;
4. As Additional Insureds, the City, UMD and the

Indemnified Parties shall have coverage for liability arising out of the Contractors' ongoing and completed operations performed for the City;

5. Waiver of Subrogation in favor of the City and UMD;
6. Policy to be primary and noncontributory as respects the coverage afforded the City and UMD;
7. No exclusion for third party action over claims;
8. No exclusion for punitive damages;
9. Blanket Written Contractual Liability covering all Indemnity;
10. CGL coverage written on an occurrence form;

b. Automobile Liability: Coverage for third party legal liability claims arising from bodily injury and/or damage to the property of others from the ownership, maintenance or use of any motor vehicle, both on-site and off-site. Coverage shall include all owned, hired and non-owned vehicles for claims arising out of their use or operation. The minimum limits of such coverage shall be:

1. \$1,000,000 Combined Single Limit;
2. Coverage shall provide a Waiver of Subrogation in favor of the City and UMD

c. Excess Liability / Umbrella Liability: Coverage for third party legal liability claims against the Contractor that exceed the per occurrence or general aggregate of these underlying policies: General Liability, Employers Liability, Errors and Omissions and Automobile Liability. The minimum limits for such coverage are assigned below, based on the value of the specific agreement under which the Contractor is employed by the City:

<u>Contract Value</u>	<u>Excess / Umbrella Limit Less</u>
\$10,000,001 to \$25,000,000	\$10,000,000 per Occurrence

Our Contract Value is \$23,500,000
Our Umbrella Covers \$5,000,000

1. Waiver of Subrogation in favor of the City and UMD;
2. Policy to be primary and noncontributory as respects the coverage afforded the City and UMD.

ZTS
7/26/2015

d. Workers' Compensation: Coverage for claims arising from Workers' Compensation statutes or other Employers Liability or third party legal liability claims arising from bodily injury, disease, or death of Contractor's employees.

Contractor shall provide Workers' Compensation coverage for all employees and require their subcontractors to provide Workers' Compensation in accordance with statutory requirements of the jurisdiction in which the work is being performed. Waiver of Subrogation in favor of the City and UMD is required for Part B: Employers Liability. The minimum limits of such coverage

shall be:

1. Part A: Statutory
2. Part B: Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease, Each Employee
 - \$1,000,000 Disease, Policy Limit

e. Professional Errors and Omissions Insurance. The Contractor shall maintain a policy with limits of not less than \$2,000,000 each occurrence/aggregate, to include cyber liability/data breach coverage.

These provisions apply to all delivery methods (e.g. General Contracting, Construction Management at Risk and Design-Build) except as noted herein.

A policy which allows the costs associated with investigating, management or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable.

The Contractor shall be responsible for the maintenance of this insurance, whether the work is performed directly by the Contractor; by any subcontractor; by any person employed by the Contractor or any subcontractor; or by anyone for whose acts the Contractor may be liable.

The Contractor will covenant to maintain insurance, in these amounts, which will insure all activities undertaken by Contractor on behalf of the City and UMD under this Contract. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any work. Required insurance policies shall be endorsed to provide sixty (60) days prior written notice by certified mail of any material change, cancellation or non-renewal to the City and UMD.

Updated certificates shall be furnished at least annually and upon renewal of policies. Certificates shall cite the contract number and Project title and location. The City or UMD may, upon written request, demand full certified copies of the insurance policies required under this contract. The required coverage shall be maintained until final completion of the Project as evidenced by final payment to the Contractor.

The required insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-VII" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Coverage will be primary and noncontributory with any other insurance and self-insurance.

The Contractor shall indemnify and save harmless the City, UMD, and the Indemnified Parties from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by

actions or omissions on the part of the Contractor, its agents, servants and employees, or to other causes.

A rider or riders to the Public Liability and/or Property Damage Insurance policy or policies is required to cover any special hazards which may develop in the course of the work with such companies and in such amounts as may be approved by the City.

Provision of any insurance required herein does not relieve Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's or UMD's immunities or any damage limits applicable to municipal and/or State government as provided by law.

The Contractor shall also furnish to the City a Certificate of Insurance and additional insured endorsement in like amounts for any approved subcontractor prior to commencement of work.

The City's review, approval or both of any documents provided or service performed by the Contractor, its subcontractors or anyone for whom they may be responsible will not relieve the Contractor of its responsibilities under the Contract or under applicable law, and the Contractor specifically waives any right to assert a claim against the City because of the City's review, approval or both of any documents provided or services performed by the Contractor, its subcontractors or anyone for whom they may be responsible.

VI. INDEMNIFICATION.

The Contractor shall indemnify and save harmless the City, UMD and the Indemnified Parties from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by actions or omissions on the part of the Contractor, its agents, servants and employees, or to other causes.

VII. CONTRACT DOCUMENTS.

This Contract and the following enumerated documents, which are incorporated by reference as if fully set forth herein, form the contract and are termed the Contract Documents:

- City Hall Redevelopment RFP CP-18-06, Traffic Engineer
- Contractor's bid and response documents
- Required affidavits and certifications
- Schedule of work developed by the parties and development team
- Requirements from the Transportation Section, Maryland-National Capital Park and Planning Commission
- Maryland Department of Transportation, SHA, Standard Specifications for Construction and Materials
- M.S.H.A. Book of Standard Details

The provisions of this Contract shall prevail over conflicting provisions of the remaining Contract Documents.

VIII. LICENSES, APPLICABLE LAWS

The Contractor will be responsible for obtaining any and all licenses pertaining to performance of its work under the contract. All services and materials provided by the Contractor shall conform to all applicable laws and regulations.

IX. TERMINATION FOR DEFAULT

Failure of the Contractor to deliver work, supplies, materials, or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents shall constitute a breach of contract. In such event, the City may give notice to the Contractor to cease work until the cause for such order has been eliminated. Should the Contractor fail to correct such default within five business days after receipt of notification, the City may terminate any such contract. This provision shall not limit the City in exercising any other rights or remedies it may have. Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, riots, imposition of laws or governmental orders, fires, acts of God, and inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events.

X. TERMINATION FOR CONVENIENCE

The performance of work or delivery of services may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods and services furnished prior to the effective date of such termination and after notice to proceed. Contractor shall not be reimbursed for any claim of lost profits.

XI. NOTICES

All notices shall be sufficient if delivered in person or sent by certified mail or recognized overnight delivery service to the parties at the following addresses:

If to the City:

Scott Somers
City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

With a copy to:

Suellen M. Ferguson, Esq.
Council, Baradel, Kosmerl & Nolan
125 West Street
Annapolis, MD 21401

And

Redgate Real Estate Advisors, LLC
509 S. Exeter Street
Suite 306, Baltimore, MD 21202
Attn: Katie Hearn

If to the Contractor: Bryon White, P.E.
Project Manager
Sabra & Associates, Inc.
7055 Samuel Morse Drive
Columbia, MD 21046

XII. ERRORS IN SPECIFICATIONS

The Contractor shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

XIII. GOVERNING LAW

This contract is executed in the State of Maryland and shall be governed by Maryland law, excluding its conflict of law rules, as if this Contract were made and to be performed entirely within the State of Maryland. The Contractor, by executing this contract, consents to the jurisdiction of the Maryland state courts in Prince George's County with respect to any dispute arising out of this Contract. A party's remedies hereunder are not exclusive and are in addition to any other remedies at law or equity. A party shall not be deemed to waive any remedy available to it or any right under this Contract, at law or in equity, by virtue of any act or forbearance in enforcing such rights or remedies.

XIV. INTERPRETATION

Any questions concerning conditions and specifications shall be directed in writing to Redgate Real Estate Advisors, LLC, the City's "Project Manager". No answer or interpretation provided shall be considered binding unless provided in writing by the Project Manager. By execution of this Contract, the Contractor certifies that it understands the terms and specifications.

XV. ATTORNEYS' FEES AND COSTS

The prevailing party shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this contract, or for damages thereunder.

XVI. SUCCESSORS AND ASSIGNS

This contract shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto, and inure to the benefit of UMD. In any event, neither party may assign any right or obligation under this contract without the other party's express written consent which may be withheld in the party's sole discretion.

XVII. SEVERABILITY

If any term or provision of this Contract shall be held invalid or unenforceable to any extent, the remainder of this Contract shall not be affected thereby, and each term and provision of this Contract shall be enforced to the fullest extent permitted by law.

XVIII. OTHER PAYMENTS; EXPENSES; TAXES.

The City will not be responsible for any cost or expenses of operation of any kind associated with Contractor's provision of services pursuant to this Contract, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Contractor in connection with the performance of his obligations under this Contract.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Contractor, as an independent Contractor of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Contractor is deemed not to be an independent Contractor by any local, state or federal governmental agency, Contractor agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys' fees incurred thereby.

XIX. ENTIRE AGREEMENT

This Contract, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Contract shall have any effect unless made in writing and signed by both parties hereto. If any provision of this Contract is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Contract; however, the parties shall amend this Contract to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision.

XX. NON-DISCRIMINATION.

A. The City is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

B. The Contractor certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, pregnancy, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

C. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors shall constitute a material breach of this Contract.

XXI. EQUAL BENEFITS.

A. Contractor must comply with the applicable provisions of § 69-6 of the City Code. The Contractor shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

B. Upon request, the Contractor shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section.

C. The failure of the Contractor to comply with § 69-6 of the City Code will be deemed to be a material breach of the contract.

XXII. SUBCONTRACTING.

The Contractor may not subcontract any work required under this Contract without the consent of the City. If the Contractor wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be subcontracted and a form of the subcontract. The Contractor is not relieved of primary responsibility for full and complete performance of any work delegated to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

XXIII. CONFIDENTIALITY.

The City may disclose Contractor's information to the extent required by the Maryland Public Information Act or other applicable law. Contractor shall mark any information that it wishes to remain "confidential" or "proprietary" before providing the information to the City. In the event that, pursuant to the Maryland Public Information Act or other process, the City receives a request for information that has been so marked by Contractor, and the City agrees that the information may be exempt from disclosure under Maryland law, then the City will not disclose the information and will notify the Contractor of the request. This Contract is not a confidential document.

The Contractor shall keep confidential all information provided by the City, or to which the Contractor has access as part of the provision of services under this Contract.

(Signatures follow on the next page.)

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 26th
day of July, 2018.

WITNESS:

CITY OF COLLEGE PARK

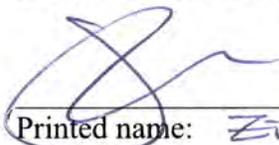

Janeen S. Miller, CMC, City Clerk

By: 
Scott Somers, City Manager

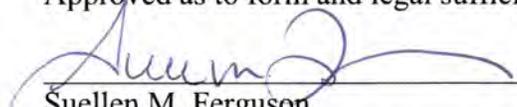
WITNESS:

SABRA & ASSOCIATES, INC.

Bryan White 7/26/18
Bryan White

By: 
Printed name: Ziad A. Sabra
Title: President

Approved as to form and legal sufficiency


Suellen M. Ferguson
Attorney for the City of College Park



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER COMMERCIAL INS. MANAGERS 8170 LARK BROWN ROAD SUITE 102 ELKRIDGE MD 21075	CONTACT NAME: CANDICE MUMPOWER
	PHONE (A/C, No, Ext): (410) 799-2142 FAX (A/C, No): (410) 799-3057 E-MAIL ADDRESS: cmumpower@businsure.com
INSURED SABRA & ASSOCIATES, INC. 7055 SAMUEL MORSE DRIVE SUITE 100 Columbia MD 21046-0000	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: ENDURANCE AMERICAN SPECIALTY INS CO 41718
	INSURER B: THE PHOENIX INSURANCE COMPANY 25623
	INSURER C: TRAVELERS INDEMNITY COMPANY 25658
	INSURER D: TRAVELERS INDEMNITY COMPANY OF CONN 25682
	INSURER E: CHARTER OAK FIRE INSURANCE CO 25615
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CYBER \$1M/\$2M AGG GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	x	x	680-5H672629	12/22/2017	01/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 CONTRACTUAL LIAB \$ 2,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$500 COMP <input checked="" type="checkbox"/> \$1000 COLL	x	x	BA-7A846058-18-GRP	12/22/2017	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	x	x	CUP7A850096-17-47	12/22/2017	01/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB-8J677780-18-48-G	12/22/2017	01/01/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY		X	DPL10002934707	01/01/2018	01/01/2019	LIMIT 3MILL/3MILL
B	BUSINESS PERSONAL PROPERTY CRIME (3RD PARTY) \$250,000		X	680-5H672629	12/22/2017	01/01/2019	LOC #1 7055 SAMUEL 110,300 LOC #2 8150 LEESBURG 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

SAI PROJECT NO.: 18-22
SAI PROJECT: COLLEGE PARK CITY HALL TIS
TASK NAME: COLLEGE PARK CITY HALL TIS

CITY OF COLLEGE PARK AND THE UNIVERSITY OF MARYLAND AND THEIR RESPECTIVE OFFICIALS, OFFICERS, EMPLOYEES, CONTRACTORS AND AGENTS ARE INCLUDED AS ADDITIONAL INSURED FOR LIABILITY ARISING OUT OF THE CONTRACTOR'S ONGOING AND COMPLETED OPERATIONS PERFORMED FOR THE CITY. LIABILITY COVERAGE IS PRIMARY & NONCONTRIBUTORY. WAIVER OF SUBROGATION APPLIES

CERTIFICATE HOLDER

CANCELLATION

AI 008473

CITY OF COLLEGE PARK ATTN: SCOTT SOMERS, CITY MANAGER 4500 KNOX ROAD COLLEGE PARK MD 20740-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Candice Mumpower</i>

Fax: () -

© 1988-2010 ACORD CORPORATION. All rights reserved.



Sabra, Wang & Associates, Inc.

Engineers • Planners • Analysts

April 13, 2018

Gary Fields, Director of Finance
Finance Department
City of College Park
400 Knox Road
College Park, MD 20740

Reference: City Hall Redevelopment, RFP CP-18-06, Traffic Engineer

Dear Mr. Fields:

Sabra, Wang & Associates, Inc. (SWA) has reviewed the City's Request for Proposals for *Traffic Engineering Consulting Services* and Addendum #1, and we are pleased to submit the following technical proposal and qualifications package in response. SWA is a local, multi-discipline consulting engineering firm with expertise in Traffic Engineering and Transportation Planning. We have a long and proven track record of providing on-call professional engineering services to local municipalities of all sizes throughout Maryland. We have over 20 licensed Professional Engineers in our Traffic Engineering and Transportation Planning departments, along with 10 certified Professional Traffic Operations Engineers.

Our strength is in municipal engineering and planning; specifically traffic impact analysis, transportation adequacy evaluation, signal timing, and development review. SWA has a wealth of experience and knowledge of land use and traffic patterns and has completed hundreds of traffic impact studies, operations analyses, and safety studies over the past two decades for all levels of public agencies. Our breadth and depth of experience illustrates SWA's extensive knowledge of the traffic impact study process, understanding of land use and transportation impacts, and ability to develop effective traffic mitigation strategies. Our strong working relationships with key stakeholders such as the Maryland SHA and Prince Georges County DPW&T and DPIE also set us apart. These institutional relationships are often the critical factor in the timely completion and approval of a traffic impact analysis. Our firm offers the following benefits to the City in the support of development and traffic study review:

Leadership. Mr. Bryon White, P.E., PTOE will be the City's principal contact for this contract. Bryon is a former resident of College Park and has over 19 years of transportation engineering experience. He has scoped, authored, and reviewed traffic impact studies in Maryland, the District of Columbia, and Virginia. Bryon also served as the City of Laurel's Municipal Engineer for 4 years and brings that unique hands-on institutional experience to this project. Paul Silberman, P.E., PTOE will provide QA/QC on all project deliverables under this contract. Paul is a recognized expert in development review and traffic impact analyses. He has experience in scoping, reviewing and performing traffic impact analysis for over a dozen local jurisdictions. Paul is also a leader in developing and implementing development review policy and guidelines as well as managing development review programs on behalf of several public agencies including SHA's Access Management Division.

Local Experience and Depth of Resources. Through the successful completion of similar projects to other municipalities, we have developed one of the largest, most talented and highly trained traffic engineering staff to ensure sound technical services for our clients, and we are ready to mobilize and respond to meet your needs. We have extensive expertise with applicable practices and procedures, including ITE guidelines, MD SHA Access Manual and TIS guidelines, the Highway Capacity Manual, the MUTCD, and AASHTO design guidelines. In addition, we are experts in traffic analysis software packages

7055 Samuel Morse Drive, Columbia, MD 21046
Tel (443) 741-3500 www.sabra-wang.com Fax (443) 741-3700

such as Synchro, HCS and VISTRO.

We have worked with multiple SHA Divisions including Office of Traffic, Access Management, and District 3. We currently hold on-call Traffic Engineering/Development Review contracts with the following jurisdictions:

- Maryland State Highway Administration
- City of Annapolis
- District of Columbia
- Town of Mt. Airy
- City of Hagerstown
- City of Frederick
- City of Baltimore
- City of Rockville
- Montgomery County
- Howard County
- Carroll County
- City of Falls Church, Virginia
- City of Fairfax, Virginia
- City of Alexandria

In addition, we have worked extensively with the University of Maryland on several local traffic impact studies along the Baltimore Ave Corridor, including the planned WeWork office building and the School of Public Policy. Additionally, we have worked for College Park planning staff on both the *Bike Boulevard Implementation Plan* and the *30% Design Plans* for Rhode Island Ave in the Hollywood neighborhood.

Past Performance. We are attaching several project sheets that highlight some of the various traffic impact studies and on-call traffic engineering we conduct. We have performed all of these studies on time and under budget, and we encourage you to contact the references to inquire about our work quality and if they'd hire us again. Further, we have no conflicts of interest with direct work for private developers in the City.

Present Workload and Staff Availability. Bryon's time is committed 60% to other projects and can commit the remaining 40% of their time toward this contract. Paul's time is committed 65% toward other projects, and therefore can devote 35% of his available to take on this contract.

In conclusion, we would like to thank you for the opportunity to provide this proposal to the City. We have attached a qualifications package, technical approach, and rate schedule per the instructions in the RFP. We are confident in our ability to commit our staff and resources to this effort, and we are eager to begin work on this effort. Thank you for your consideration.

Sincerely,
SABRA, WANG & ASSOCIATES, INC.

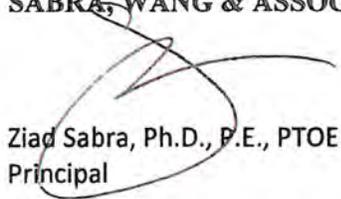

Ziad Sabra, Ph.D., P.E., PTOE
Principal

Table of Contents

1. Project Understanding
2. Firm Qualifications
 - a. Project Experience
 - b. References
 - c. Project Sheets
3. Key Staff
 - a. Brief Introduction
 - b. Staff Availability
 - c. Organization Chart
 - d. Key Staff Resumes
4. Project Approach
5. General Conditions and Fee's
6. Required Forms
 - a. Information about the Bidder Form
 - b. Non-Collusion Affidavit
 - c. Affidavit with respect to Non-Conviction, Non-Suspension and False Pretenses

1. PROJECT UNDERSTANDING



The City of College Park is requesting the services of a qualified Engineering consultant to provide professional Traffic Engineering consulting services, related to the joint development of a prime city block in Old Town. The development project will combine parcels owned by the University of Maryland and the City of College Park and will consist of office space for UMD and a new town hall for the City, as well as programmed public space in the heart of downtown College Park. The combined project will total 85,000 gross square feet, including ground floor retail, and have frontage (but not vehicle access) on Baltimore Ave (US 1) and will be walkable to over thousands of residents and students and bikeable by tens of thousands.

Expected Traffic Engineering services include but are not limited to:

- Traffic impact study
- Access Study, to including parking driveways, if any, loading areas, bus stops, bike parking, needs, etc.
- Submission and approval of relevant permitting needed by the County or State, in order to expedite development.
- Attendance and preparation of materials for public hearings and public meetings to discuss traffic-related concerns, assumptions, and potential mitigations.
- Internal coordination and site plan design assistance with design team (architect, civil engineer, City PM), to include loading and circulation.

Recent investments in housing, commercial construction, and infrastructure by the City of College Park and the University have increased the value of land abutting the Route 1 corridor. The block that will be redeveloped is bounded by Baltimore Ave to the west, Yale Ave to the east, Knox road, to south and Lehigh Road to the north. While the block has sufficient walkable public space fronting US 1, it currently consists of 1-story retail and a two-story city hall, with only 20% of the block with a structure on it and 1/3 of the block used for surfacing parking. By building vertically, the University can expand operations efficiently and the town can consolidate offices, while also providing public space in a center of activity. New parking is not anticipated or is expected to be minimal, as there is an existing 4-story paid parking garage¹ immediately south of the site, and the area is very walkable, within a census tract having a 5-10% bike commute mode split. On-street parking is not expected either, as the surrounding curbside space is either metered on residential parking permit (RPP) only.



Figure 1: Current College Park City Hall

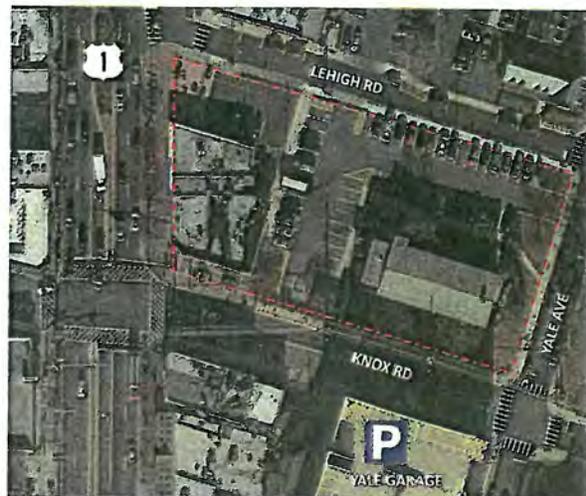


Figure 2: City Hall Redevelopment Site Location

¹ Parking rates are \$.75/hour. Monthly passes are \$125, but parking availability is not guaranteed.

Central US 1 Corridor Approved Sector Plan and Sectional Map Amendment

June 2010

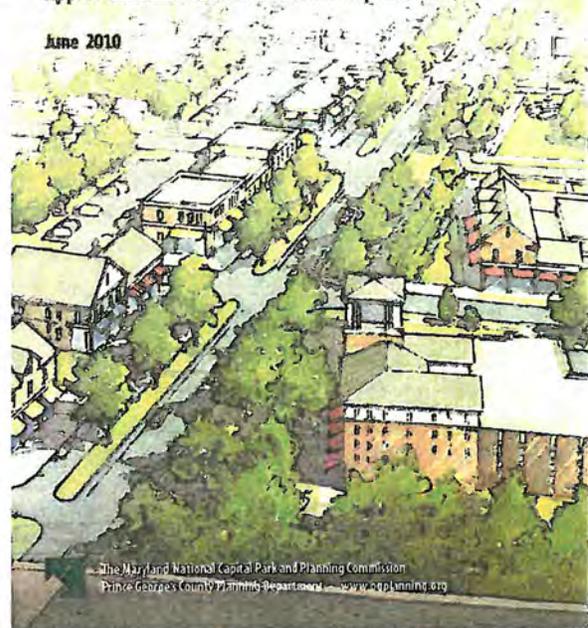


Figure 3: Central US 1 Corridor Planning/Policy Guiding Document

The site is currently zoned for mixed-use infill (M-U-I) with development and planning policies based on the approved *Central US 1 Corridor Plan and SMA*. M-U-I zoning is used to encourage mixing residential, commercial, recreational, open space, employment and institutional uses, to develop underutilized land more efficiently. Per the *Central US 1 Corridor Plan and SMA*, the block is an area of the US 1 that is defined as a walkable node with plans for 2-6 stories of development. Per the approved *Plan*, walkable nodes along US 1 have lower parking requirements (2 spaces per 1000 gsf of office and 3 spaces for 1000 gsf of retail); additionally there is a bonus for shared parking, since there are mixed uses anticipated.

Sabra Wang approaches traffic engineering with a modally-balanced perspective, with a firm bias toward addressing documented planning goals, sense of place, local context, and maximizing the efficiency of existing and planned infrastructure. We recognize that successful and sustainable communities are the ones that balance the needs of all travelers in a transportation system and leverage available transportation infrastructure. Therefore, our approach to traffic impact analysis and transportation engineering is to let planning and policy goals guide both the analysis of operations across all modes and also infrastructure improvement recommendations. Having been involved in dozens of local municipal planning and engineering studies over the past several years, as well as numerous other urban multi-modal traffic and safety studies around the region, Sabra Wang understands the key mix of innovative roadway design, traffic operations, controls and calming, and traffic management strategies to successfully integrate new development in a context-sensitive manner.

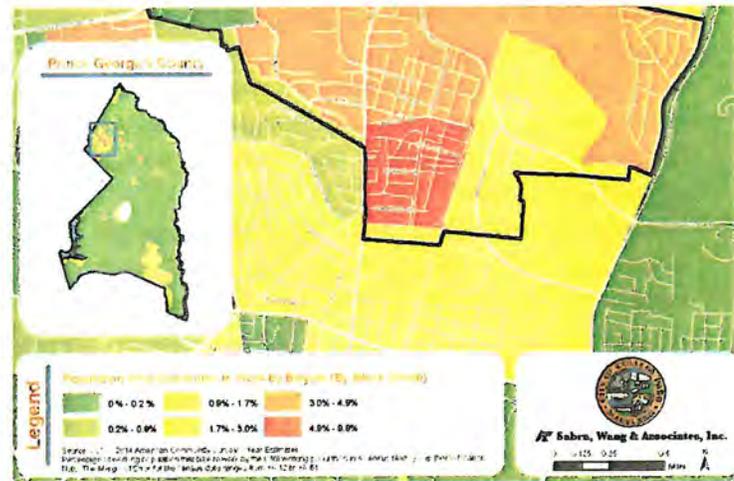


Figure 4: GIS mapping showing high bike trip usage in Old Town (source: Sabra Wang, Bike Boulevard Planning Study, 2016)

We share the City's vision of a professional, comprehensive and systematic approach to addressing the traffic regulatory and permitting needs of the development, and with our deep understanding of College Park and the Prince George's County transportation review process, we are ready to assist and expedite this project through each step of the design. **SWA has worked with Prince George's County DPW&T and the Planning Department for decades and has multiple staff certified as Prince George's County DPIE 3rd-party plan reviewers.** Our deep local experience is an asset to the City in coordinating with Prince George's County DPIE and SHA's District 3 Office of Traffic.



2. FIRM QUALIFICATIONS

Over the past two years, Sabra Wang & Associates (SWA) has worked with the City of College Park on two planning and engineering studies and has also conducted three traffic impact studies conducted for the University of Maryland, College Park. The following projects showcase some of our experience with traffic impact studies, for similar Municipal and County clients, over the past five years. Detailed project sheets are included in this proposal, with contact names, email/ phone numbers and budget information. We encourage you to contact any of our clients to assure you that we stand behind our commitment to excellence and take pride in our work.

“ I think you did excellent work on this project. In my prior life, I worked a lot with traffic consultants, and your firm has been impressive. ”

- Richard Charnovich
City Manager, Town of Somerset,
April 2014

Client	Project
	<p>A Traffic Impact Study was performed for the proposed new Prince George's County Regional Medical Center/Hospital in Largo Town Center. Upon full build-out, the hospital campus will include 605 beds and 200,000 square feet of medical office. The study assessed the impacts of traffic associated with the proposed development program on the surrounding roadway network and recommended improvements to mitigate adverse impacts. The study evaluated future traffic impacts as well as parking demand forecasts and parking management/ operations plans. The project involved coordination with Maryland SHA, Prince Georges County Planning Department and DPW&T. A technical report was prepared and SWA attended the Planning Board hearing.</p> <p>SWA conducted a Traffic Impact Study for the Prince Georges Muslim Association. Work efforts included data collection, existing and future CLV and HCM capacity analysis, trip generation estimates, and recommendations for mitigation. Evaluation also included sight distance measurements at skewed intersections. SWA coordinated with MD SHA and DPW&T to get approvals.</p>
	<p>Downtown Wheaton Office Building Traffic Impact Study: SWA performed traffic data collection and traffic operations and safety analysis for downtown Wheaton CBD due to the repurposing a parking lot into the new County HQ for M-NCPPC. SWA evaluated the existing and future traffic conditions for the CBD and developed improvement suggestions based on the observations collected through traffic safety analysis, technical documentation, field observations of traffic conditions and mitigation development.</p>
	<p>Citywide Bicycle Boulevard Implementation Plan: SWA developed a city-wide Map and Implementation Plan to create a connected network of protected and low-stress bicycle routes. Work efforts included evaluating origins and destinations for cyclists, existing routes, roadway characteristics such as speed, width and traffic volumes. In addition, recommendations for speed and volume traffic calming were included in order to be designed to the latest design standards for bicycle boulevards. Presented findings to the public, SHA, County and City Council.</p> <p>Rhode Island Avenue Streetscape and Protected Bike Lane Design: SWA is designing a protected bike lane along Rhode Island Avenue from Edgewood Road to Hollywood Road, including concept development, signing and marking plans and landscape design.</p>

	<p>Traffic Impact Studies: Conducted several traffic impact studies in the past year:</p> <ul style="list-style-type: none"> • WeWork & The Hall • School of Public Policy • New North Campus Residence Hall and internal road realignment <p>WeWork and the School of Public Policy evaluated impacts pre- and post-Purple Line completion.</p>
	<p>Eastport Neighborhood Transportation Study, City of Annapolis: SWA was responsible for multi-modal traffic data collection, parking inventory and utilization analysis, transit operations analysis, traffic safety analysis, travel forecasts, public outreach, stakeholder coordination, and development of recommendations to enhance safety and mobility and manage parking resources in this historic waterfront neighborhood.</p> <p>As part of the City's 3rd –party Traffic Impact Study contract, SWA conducted traffic impact studies for several private developments:</p> <ul style="list-style-type: none"> • Annapolis Towns/ Hayes Property • Eastport Yacht Club Expansion • Bay Village Assisted Living • Chick-fil-A • West Street Taco Bell
	<p>On-Call Traffic Engineering, District 3: SWA is providing traffic engineering operations and safety studies including traffic data collection, signal phasing studies, candidate safety improvement location studies, congested intersection analyses, roundabout studies, signing and pavement marking inventories/ compliance reviews, and on-site traffic engineering support.</p> <p>On-Call Traffic Impact Study Reviews, Statewide: SWA was responsible for managing access permit reviews on behalf of the Travel Forecasting Division including traffic data validation, growth factors, background developments, trip generation, distribution and assignment, CLV calculations, feasibility of improvements and adherence to ITE Trip Generation and SHA TIS guidelines.</p>
	<p>On-Call Traffic Impact Studies: Responsible for TIS scoping and performance including data collection, trip generation, distribution, assignment, capacity analysis and mitigation needs. Major studies include Harbor East (high-rise office), Inner Harbor West (1.9 million SF mixed use office, hotel, residential, retail), Harbor Point (1.3 million SF mixed use office, hotel, residential, retail), Sinai Hospital Expansion, and the University of Maryland BioPark (750K Research and Development), Remington Row and Belvedere Towers.</p>
	<p>On-Call Traffic Engineering: As part of an on-call Traffic Engineering contract, SWA is tasked with scoping and reviewing traffic impact studies. Typical efforts include study area network documentation, traffic count data validation, estimation of growth factors, identification of background developments, validation and documentation for trip generation, distribution and assignment methodology and calculations, capacity and level of service calculations, assessment of feasibility of proposed mitigation improvements such as access controls and signal timing, and coordination with the Maryland State Highway Administration and Washington County.</p>
	<p>On-Call TIS Review Mt. Airy, MD SWA is providing on-call reviews of traffic impact analysis including trip generation, distribution, route assignment, traffic operations analysis and mitigation needs.</p>
	<p>Town-wide Traffic Calming Analysis: SWA performed a comprehensive analysis of traffic circulation, traffic calming, pedestrian and bicycle compatibility and signing. Performed a field inventory of curbside parking, regulatory signage, pedestrian and bicycle infrastructure, develop project mapping and GIS database, collected traffic</p>

	<p>data including volumes, speeds and traffic control device compliance. Responded to citizen complaints, developed recommendations for traffic control and geometric changes to manage traffic volumes and speeds. Presented findings to Town Council.</p> <p>Westbard Sector Plan Traffic Impact Analysis: SWA evaluated traffic impact of the Westbard Sector Plan and potential development including traffic operations, parking, and improvements to pedestrian and bicycle connections.</p>
	<p>Regional Development Traffic Impact Analysis: SWA worked to evaluate the impacts of several large developments of regional significance that were proposed both within and adjacent to the City. SWA documented baseline traffic conditions, evaluated alternative mobility performance measures including travel time and person throughput, developed traffic mitigation measures and transportation demand management strategies, developed policy recommendations to improve traffic forecasts, increase developer proffers, and facilitate future transportation system monitoring to support mode share goals.</p> <p>Town Center Redevelopment Traffic Study: SWA collected traffic data and developed Synchro traffic model including lane geometry and signal timing for 24 intersections in downtown Rockville. Projected future intersection traffic volumes based on planned developments, evaluated future development scenarios including multi-modal access, alternative traffic control, traffic calming, new roadway links and alignments, and presented findings to elected officials.</p>
	<p>On-Call Traffic Impact Study Review: SWA Evaluated several development plans adjacent to Fairfax Circle, the intersection of US 29 (Lee Highway) and US 50 (Fairfax Blvd). The congested circle is part of the Fairfax Boulevard Vision Plan, which aims to create a more walkable and mixed land use areas along the corridor. Evaluated site access points, traffic control / signal warrants, signal timing and traffic forecasts.</p>
	<p>Downtown Columbia Traffic Study: SWA performed a comprehensive assessment of short-term and long-term redevelopment scenarios in the Columbia Town Center area in anticipation of up to 5,000,000 square feet of new office space, 750,000 square feet of new retail space and 5,000 new residential units. SWA documented existing roadway network, compiled baseline traffic volumes, performed existing capacity and level of service calculations, and identified existing network deficiencies. SWA performed site traffic forecasts including trip generation, trip distribution, modal split and route assignment for future year analysis. Also, coded and calibrated Synchro traffic model and developed a transportation master plan to assist County in developing updated APFO requirements. Presented findings to the public and elected officials.</p>

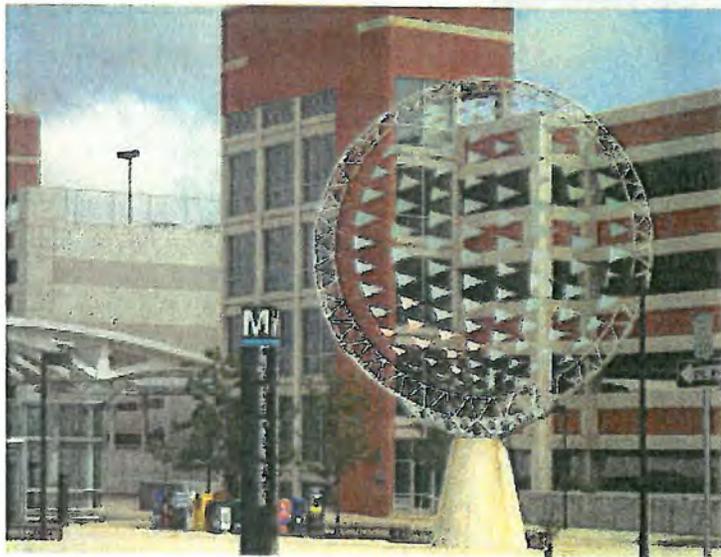
We are proud of our working relationship with our clients and much of our success during the years is directly related to our commitment to perform high-quality, timely services for all of our clients. We invite you to contact our clients and talk to them about our work history, quality of service, and if they would again select us for similar services. We encourage you to contact the following references to discuss our past performance:

Prince Georges County - On-Call Transportation Engineering	
Name	Rene Lord-Attivor
Title	Traffic Engineer/Planner
Agency	Prince George's County Department of Public Works & Transportation
Address	9400 Peppercorn Place Largo, MD 20774
Phone Number and/or Email	301-883-5642 / rlattivor@co.pg.md.us
Scope of Services	SWA conducted numerous transportation and traffic engineering tasks under multiple open-end contracts including traffic calming, traffic safety studies, traffic operations studies, , traffic engineering design for signals, lighting, traffic control plans, and signing and marking
Cost of Services	\$500,000
Prince Georges County on-call transportation planning	
Name	Tom Masog
Title	Supervisor, Transportation Planning Section
Agency	Countywide Planning Division Prince George's County Planning Department M-NCPPC
Address	County Administration Building, Upper Marlboro, MD 20772-3037
Phone Number and/or Email	301-952-3117 / tom.masog@ppd.mncppc.org
Scope of Services	SWA performed several transportation planning tasks under an on-call contract including master/ sector plan support, multi-modal corridor studies, bicycle and pedestrian studies, station area planning studies, parking studies, transit planning studies, traffic operations analysis, alternatives development and concept design
Cost of Services	\$250,000
On-Call Traffic Engineering, MD SHA District 3	
Name	Peter Campanides, P.E.
Title	Assistant District Engineer for Traffic
Agency	Prince George's County
Address	Maryland Department of Transportation State Highway Administration District 3 Office 9300 Kenilworth Avenue Greenbelt, MD 20770
Phone Number and/or Email	301-513-7300 / pcampanides@sha.state.md.us
Scope of Services	SWA conducted traffic engineering studies including traffic safety, traffic impact, traffic operations, signal warrants, corridor studies, congestion management studies, traffic calming studies and signal timing studies.
Cost of Services	\$250,000



Traffic and Parking Impact Analysis Prince George's Regional Medical Center

A Traffic Impact Study was performed for the proposed new Prince George's County Regional Medical Center hospital in Largo Town Center. Upon full build-out, the hospital campus will include 605 beds and 200,000 square feet of medical office. The study assessed the impacts of traffic associated with the proposed development program on the surrounding roadway network and recommended improvements to mitigate adverse impacts. The study evaluated existing conditions, background conditions, and future no-build and build conditions, as well as site layout, access points, parking demand forecasts and parking management/ operations plans. Tasks included traffic data collection, traffic forecasting, traffic operations analysis, traffic modeling and non-motorized infrastructure needs. Coordinated with review agencies including Maryland SHA, Prince Georges County Department of Planning, and DPW&T. Prepared technical report and attended Planning Board hearing.



Client: University of Maryland
Medical System

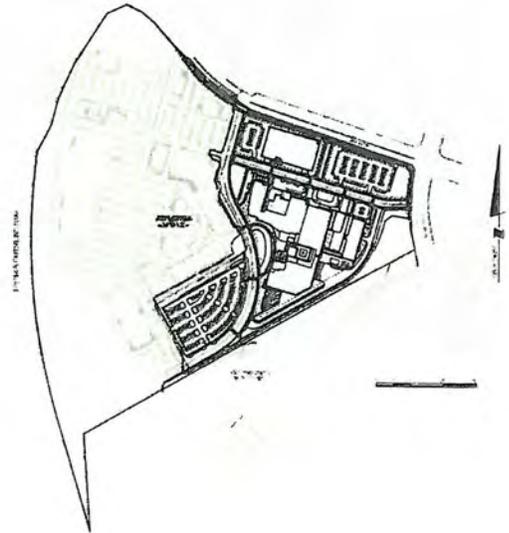
Location: Prince George's County

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Parking Analysis

Estimated Fee: \$50,000

Reference: Daryl Mealy
Vice President
dmealy@umm.edu



Traffic Impact Analysis

Prince George's Muslim Association and Day Care Center

A Traffic Impact Study was performed for the Proposed Prince George's County Muslim Association and adjacent day care facility. The study assessed the impacts of traffic associated with the proposed development program on the surrounding roadway network and recommended improvements to mitigate adverse impacts. The study evaluated:

- Existing conditions, background conditions, and future no-build and build conditions.
- Site layout and access.
- Preparation of technical memorandum to Prince Georges County DPIE.
- Coordination Maryland SHA and Prince George's County DPW&T.

Client: AD&C MANAGEMENT CO.

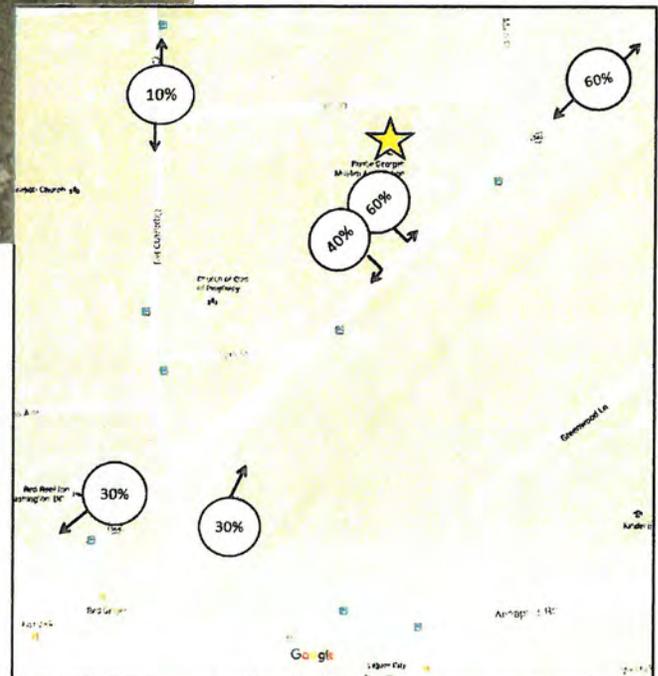
Location: Prince George's County

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Sight Distance Analysis

Estimated Fee: \$10,000

Reference: Faheem Mahmooth
Project Coordinator
240 764 2792



On-Call Traffic Engineering Montgomery County, Maryland

Sabra, Wang & Associates, Inc. (SWA) was tasked to provide traffic operations analysis for the downtown Wheaton Area due to recent and planned development activity and changes to bus circulation patterns. The purpose of this analysis was to evaluate existing and future traffic conditions and recommended physical roadway and traffic control improvement modifications. Work efforts include:

- Traffic data collection
- Field observations of traffic conditions
- Traffic model development
- Traffic operations analysis
- Traffic safety analysis
- Traffic signal timing evaluation
- Identification of traffic mitigation including signal timing/phasing, intersection improvements
- Technical documentation
- Stakeholder coordination with SHA

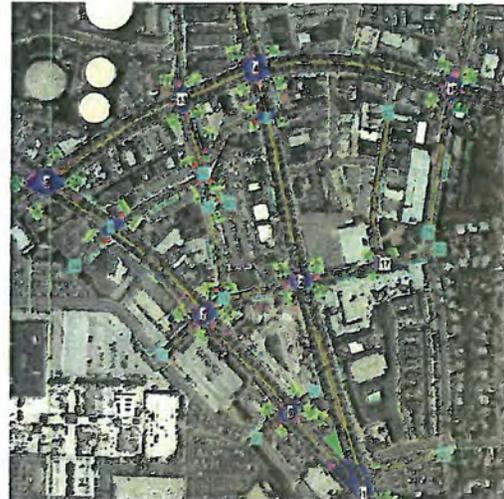
Client: Montgomery County DOT
Traffic Engineering & Operations
Location: Montgomery County

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Traffic Operations Analysis

Estimated Fee: \$25,000

Reference: Mr. Chris Conklin, Chief
240-777-2190



On-Call Traffic Engineering College Park, Maryland

Lidl Grocery Store Traffic Impact Study Review: provided independent review of traffic counts, site plan, access points, parking lot layout, and traffic operations analysis including trip rates and queuing.

Bicycle Boulevard Plan is working together with the City of College Park to develop a city-wide Bicycle Boulevard Map and Implementation Plan. SWA is including a comprehensive investigation of origins and destinations for cyclists, available existing routes, as well as an inventory of existing bicycle format level. We are utilizing GIS mapping to visually identify and justify preferred low stress routes. In addition, we are defining which routes need additional traffic calming and through-traffic reduction in order to be designed to the latest design standards for bicycle boulevards.

Rhode Island Avenue Corridor Streetscape: SWA is responsible for designing a new streetscape plan along Rhode Island Avenue from Edgewood Road to Hollywood Road, including concept development, traffic analysis, cost estimate, preliminary engineering including signing and marking plans and landscape design. Design includes a protected bike lane, enhanced bus stops, and a pocket park. SWA provided public and stakeholder outreach including Council presentations.

Client: Department of Planning,
Community & Economic
Development

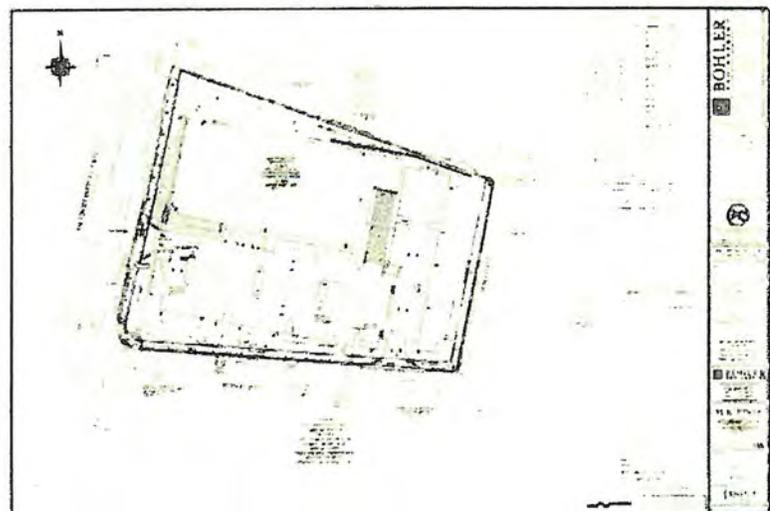
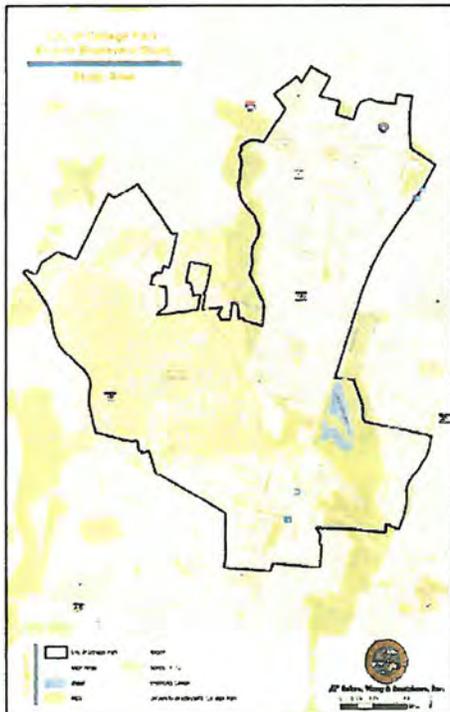
Location: College Park, MD

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Bicycle Network Planning

Estimated Fee: \$30,000

Reference: Terry Schum, AICP,
Director
240-487-3538



Traffic Impact Study for School of Public Policy University of Maryland, College Park, Maryland

SWA completed three traffic impact studies for the University of Maryland:

- Planned **School of Public Policy**
- WeWork (office Building) and The Hall (restaurant/entertainment venue)
- New North Campus Student dormitory (900 beds)

Work efforts included:

- Traffic data collection,
- Trip distribution and assignment,
- Site access point circulation analysis,
- Existing, and future traffic operations analysis.
- Identified mitigation
- Documented findings in a technical report.

Client: Site Projects Department of Planning & Construction, University of Maryland

Location: College Park, MD

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Traffic Operations

Estimated Fee: \$50,000

Reference: Darwin Feuerstein, PLA
Assistant Director
301-405-0217

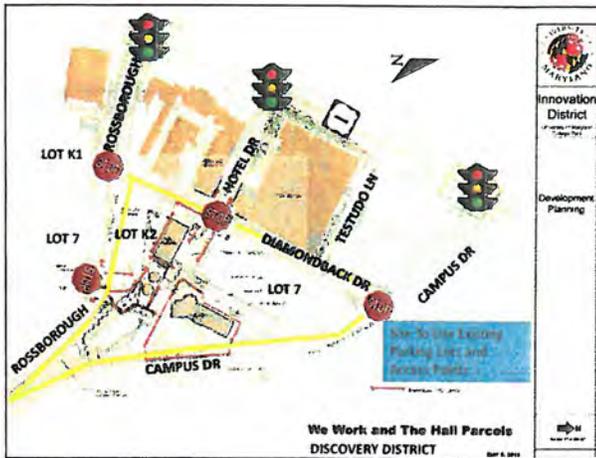


Figure 1: Site locations for WeWork & The Hall



Figure 2: Rendering of North Campus Dorms

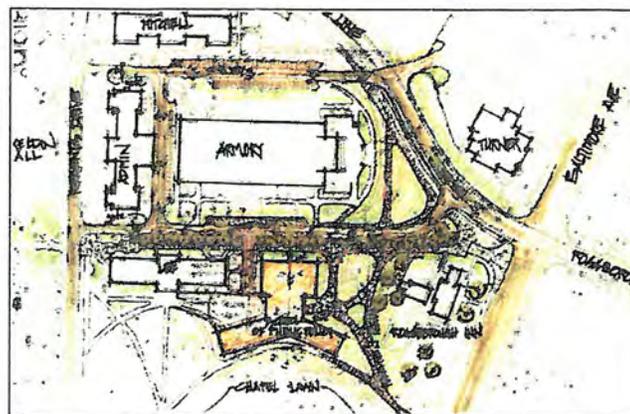


Figure 3: Proposed location for School of Public policy



Traffic Engineering Studies

City of Annapolis, Various Locations

SWA has completed multiple traffic impact studies and projects for the City of Annapolis. Several of the transportation and traffic engineering projects and tasks are listed below:

- **Traffic Impact Studies:** traffic data collection, trip generation, distribution, and assignment, site/ access point circulation analysis, existing, background and future traffic operations analysis. Identified mitigation and documented findings in a technical report. Locations included:
 - Bay Ridge Assisted Living
 - Annapolis Yacht Club
 - Chick-Fil-A
 - Taco Bell
 - Annapolis Towns on Neal Farms
- **Signal Timing Support:** pedestrian timing and operations, traffic signal phasing and timing, traffic counts/data collection (Calvert St. at Bladen St., 6th St. at Severn Ave and Chesapeake Ave)
- **Intersection Study:** Spa Road at Hilltop Road performed traffic data collection, traffic safety analysis, traffic operations analysis, identified intersection safety improvements
- **Pedestrian Safety Study:** Compromise Street - performed accident data review, pedestrian safety evaluation, delay and level of service analysis
- **Parking Studies:** Performed a parking operations analysis and developed a pavement marking plan to reconfigure the City Dock parking lot to address recurring flooding

Client: City of Annapolis

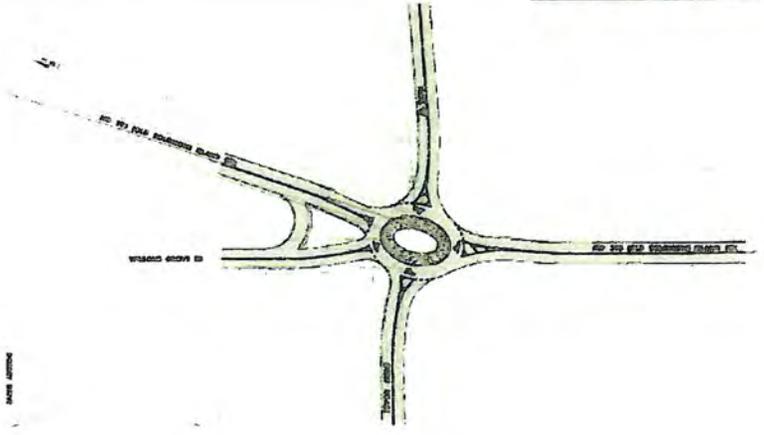
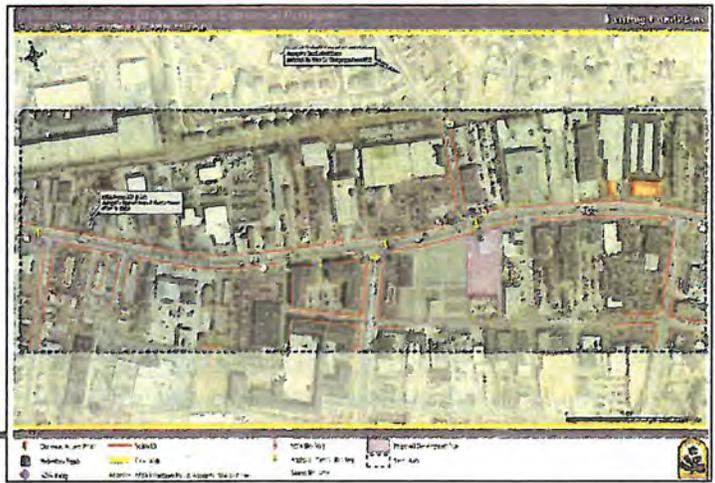
Location: Annapolis, MD

Services:

- Traffic Data Collection
- Traffic Impact Analysis
- Traffic Operations
- Pedestrian Safety
- Signal Timing
- Preliminary Engineering

Estimated Fee: \$50,000

Reference:
Sally Nash, Ph.D., AICP, Chief
410-260-2200



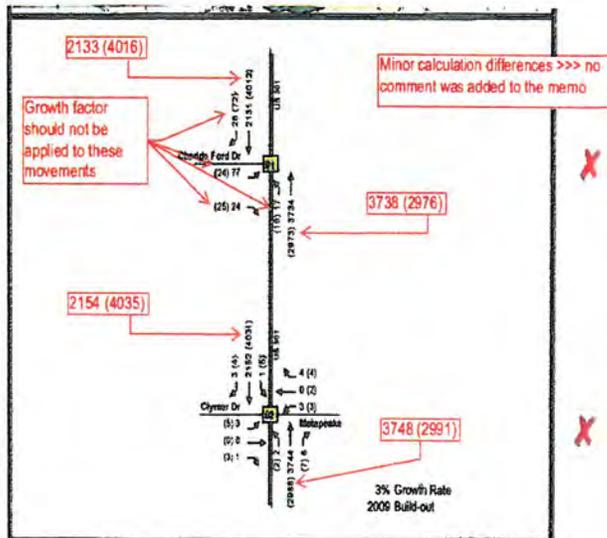
Traffic Impact Study Review Statewide, Maryland

Sabra, Wang & Associates, Inc. provided on and off-site support to provide Traffic Impact Study Review as part of an on-going Statewide Travel Forecasting Contract. Travel Forecasting is one of several internal Divisions with reviewing responsibilities regarding access permits and tracking local land use changes that impact traffic patterns and growth on State roadways. SWA key staff reviewed over 50 individual studies, with emphasis on

- Study area network documentation
- Quality of data
- Growth factors
- Background developments
- Trip generation, distribution and assignment
- Trip adjustment factors (pass-by, internal capture, non-auto trips)
- Critical lane volume calculations
- Feasibility of improvements
- Adherence to ITE trip generation and SHA TIS guidelines

Prepared technical review memorandums, attended meetings, and corresponded with other SHA Divisions and local jurisdictions.

Also, participated in a Special Task Force charged with streamlining the TIS review process and revising TIS guidelines.



Client: Maryland State Highway Administration

Location: Maryland

Services:

- Traffic Operations
- Traffic Impact Analysis

Estimated Fee: \$500,000

Reference: Lisa Shemer, Travel Forecasting Division Chief 410-545-5640

SHA TRAFFIC IMPACT STUDY REVIEW			
Project Name:	TRANSNATIONAL LAW & BUSINESS UNIVERSITY Rosaryville	Route #:	MD 223
County / City:	PRINCE GEORGE'S COUNTY	Date of Report:	12-16-07
Developer/Owner:	The Michael Companies	Consultant:	LENHART TRAFFIC CONSULTANTS
Purpose of Report:	<input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Special Exceptions <input checked="" type="checkbox"/> Zoning <input checked="" type="checkbox"/> Subdivision Act/Ord.	Other (Please Specify):	
Reviewer:	M.F. O'MAY (SWA)	Phone #:	410-737-6564
		Date of Review:	1/23/08
RATING SCALE			
		1-	Very Poor
		2-	Poor
		3-	Average
		4-	Good
		5-	Excellent
1. Presentation	YES NO		COMMENTS
a) Report easy to read	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Graphics	<input checked="" type="checkbox"/> <input type="checkbox"/>		
c) Follows logical progression	<input checked="" type="checkbox"/> <input type="checkbox"/>		
d) Appropriate	<input checked="" type="checkbox"/> <input type="checkbox"/>		
e) Is an explanation provided when report differs from guidelines?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
f) Other	<input type="checkbox"/> <input type="checkbox"/>		
			1. Trip rates for Background Development #11 (church) is not explained 2. Trip distribution percentages resource is not explained 3. Applying annual growth rate to turning traffic volumes is not explained
SECTION RATING 3			
2. Study Area	YES NO		COMMENTS
a) Agree with study area	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Explained in report with copies of letter	<input checked="" type="checkbox"/> <input type="checkbox"/>		
c) Other	<input type="checkbox"/> <input type="checkbox"/>		
SECTION RATING 4			
3. Existing Conditions	YES NO		COMMENTS
a) Acceptable traffic counts(Avg. Time, Day of Week)	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Includes accurate description of existing roadway	<input type="checkbox"/> <input checked="" type="checkbox"/>		
c) Other	<input type="checkbox"/> <input type="checkbox"/>		
			Checked against available 2007 SHA traffic count database (turning movements and 45-by volume counts), where applicable. Roadways are described as two-lane undivided. No information on other characteristics and geometrics.
SECTION RATING 3			
4. Background / Growth / Distribution	YES NO		COMMENTS
a) Are approved developments included/documented	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Is growth included (if appropriate)?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
c) Proper percent growth compounded	<input checked="" type="checkbox"/> <input type="checkbox"/>		
d) Appropriate movements increased	<input checked="" type="checkbox"/> <input type="checkbox"/>		
e) Does distribution of traffic seem reasonable?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
f) Is the trip generation explained?	<input type="checkbox"/> <input type="checkbox"/>		
g) Are improvements by others cited & documented?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
h) Other	<input type="checkbox"/> <input type="checkbox"/>		
			Appropriate (conservative) annual compounded growth rate of 1% is used. Checked against available 10-year SHA AADT data for MD 223 (1 location), MD 4 (1 location), and US 301 (1 location). Annual growth factor is applied to all intersection movements, whereas it should have been applied to through traffic only. This makes the analysis for bus/lane, background, and total build-out conditions more conservative. However, a more detailed look into the counting patterns for Prince George's County shows slightly different distribution percentages.
SECTION RATING 3			
5. Projected Conditions	YES NO		COMMENTS
a) Is site trip generation ITE or other, if other, does the report explain?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Is site distribution reasonable?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
c) Other	<input type="checkbox"/> <input type="checkbox"/>		
			Most (80%) of the background developments are residential subdivisions, therefore, Prince George's County's trip rates (i.e., AM peak = 0.75unit, and PM peak=0.90unit) are applied.
SECTION RATING 4			
6. Analysis	YES NO		COMMENTS
a) Are all appropriate intersections & links reviewed	<input checked="" type="checkbox"/> <input type="checkbox"/>		
b) Is the methodology acceptable?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
c) Are the calculations correct?	<input checked="" type="checkbox"/> <input type="checkbox"/>		
d) Are all interim conditions analyzed (Existing, Background, Site Total, Planning)	<input checked="" type="checkbox"/> <input type="checkbox"/>		
e) Other	<input type="checkbox"/> <input type="checkbox"/>		
			Some errors in calculations or CLV analyses were identified. Note: Phasing does not apply to this project.
SECTION RATING 3			
7. Conclusions / Recommendations	YES NO		COMMENTS
a) Reasonable based on the report	<input type="checkbox"/> <input checked="" type="checkbox"/>		
b) Discuss who is responsible for proposed improv.	<input type="checkbox"/> <input checked="" type="checkbox"/>		
c) Other	<input type="checkbox"/> <input type="checkbox"/>		
SECTION RATING			



On-Call Traffic Impact Studies (Contract #1134, 1209) Baltimore City, Maryland

SWA is tasked to scope and perform Traffic Impact Studies on an on-call basis for DOT. Typical studies included traffic data collection, traffic operations and safety analysis, development of Synchro traffic models, development of traffic forecasts, evaluation of site access points and circulation, analysis of pedestrian, bicycle and transit access, parking supply and demand analysis, identification of mitigation needs and development of site access improvements. Advocated Transportation Demand Management strategies including car shares, bike shares, intermodal centers, pedestrian and bicycle priority treatments, transit fare subsidies, bus priority treatments and real-time traveler information. Coordinated with City agency stakeholders including Public Works, Planning Department, Economic Development, Housing and Community Development and Police. Represented DOT to public at community meetings and private developers at working sessions. Major recent studies include:

1. Harbor East (1 million SF high-rise office and hotel)
2. Inner Harbor West (1.9 million SF mixed use office, hotel, residential, retail)
3. Harbor Point (1.3 million SF mixed use office, hotel, residential, retail)
4. Sinai Hospital Expansion
5. University of Maryland BioPark (750K Research and Development)
6. State Center (4 million SF mixed use office, residential and retail)
7. Southeast Area Transportation Study (10 major mixed-use waterfront developments totaling over 8 million SF and 20,000 new vehicle trips)
8. Brewers Hill (250,000 SF mixed-use)
9. Canton Crossing (500,000 SF mixed-use)
10. Remington Row (mixed-use)
11. Belvedere Towers (150 dwelling units)

Client: Baltimore, MD

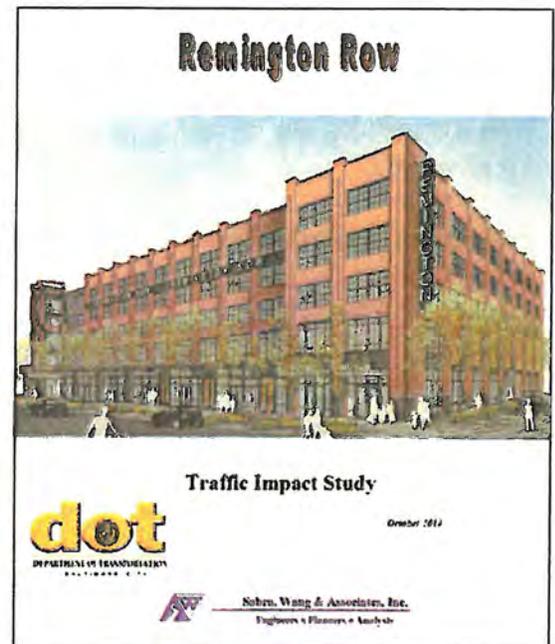
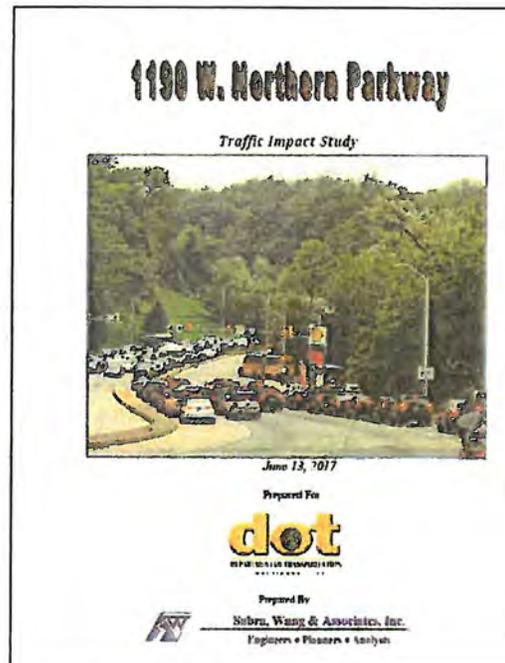
Location: Baltimore Department of Transportation

Services:

- Traffic Data Collection
- Traffic Operations
- Traffic Impact Analysis
- Traffic Impact Policy

Estimated Fee: \$1,500,000

Reference: Valorie LaCour, Chief, Planning
410-396-6805



On-Call Traffic Engineering Services

City of Hagerstown, MD

Traffic Impact Analysis: Responsible for reviewing, scoping and performing traffic impact studies for the City. Typical efforts included traffic count data and growth factor validation, review of trip generation and distribution, checking of capacity and level of service calculations, assessment of feasibility of proposed mitigation improvements such as access controls and signal timing, and coordination with SHA and Washington County.

- Developments included: Doubs Farm, Lidl Grocery, Mt. Aetna Farms Redevelopment, Longmeadow Shopping Center, Stone House Square Shopping Center, Hagerstown Town Center, Hagerstown Gateway, Hamilton Square, Royal Farms Store, Hagers Crossing, Walgreens Drugstore, Downtown Sports Complex, Dynacorp

Corridor/ Street Planning Studies: Collected and analyzed traffic data, developed traffic forecasts, and preliminary geometric design elements including cross-section, number of lanes, turn lanes, traffic controls, and pedestrian and bicycle accommodations. Studies included: Northwest Connector Feasibility Study (US 11 to MD 58), Burhans Blvd and Professional Blvd Extended.

Signal Timing Optimization: SWA also developed optimized signal timings for the Central Business District (60 signals) and along six corridors (35 signals) – Northern Ave, Salem Ave, Pennsylvania Ave, Wesel Blvd, Wilson Blvd, Burhans Blvd and Eastern Blvd. Tasks included traffic data collection, “before” and “after” travel time studies, developing and calibrating a Synchro model, developing optimized timing plans including phasing, splits, offsets and bandwidth efficiency, cycle lengths, pedestrian and vehicular clearance intervals and time-of-day patterns.

Traffic Calming Evaluation and Design: SWA prepared an updated of the City’s policy guidelines, and developed mini-roundabout plans for four intersections in residential neighborhoods as well as Park Circle. Also prepared Livable Streets Design Guidelines.

Traffic Control Warrant Studies: Evaluated signal and all-way stop needs at Guilford Ave and First Street, and Conamar Drive and Cortland Drive.

Pedestrian and Bicycle Studies: Prepared conceptual and final design for pedestrian access improvements for along Salem Avenue in the vicinity of Salem Elementary School. Reviewed the City’s draft Bicycle Master Plan.

Traffic Engineering Design and Inspection: Prepared signing and pavement marking plans, as well as traffic signal design plan including equipment layout, wiring, phasing, and power service feeds (Eastern Blvd/ Conrad Court, East Street/ Mulberry Street) as well as bicycle boxes/ detection) Pennsylvania/ Prospect and Oak Hill/ Northern Avenue) Also prepared signal design plans and construction inspection for a Flashing Beacon at the Arts and Entertainment District Park Trail crossing.

Client: City of Hagerstown
Department of Engineering

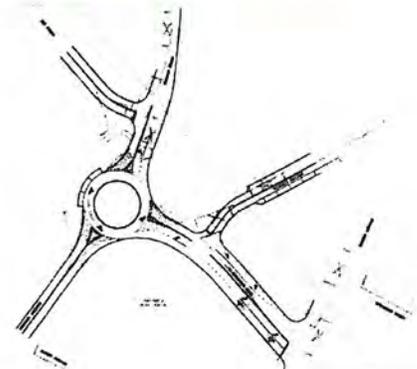
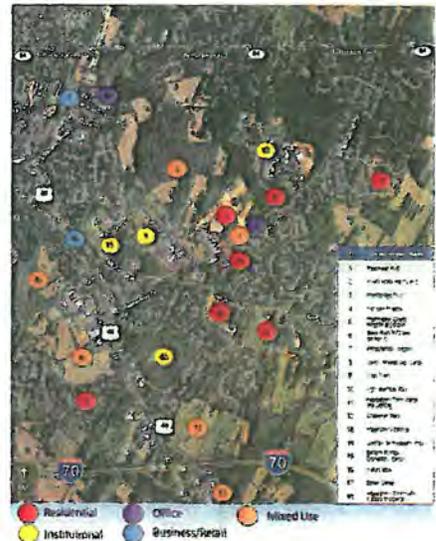
Location: Hagerstown, MD

Services:

- Traffic Data Collection and Analysis
- Traffic Impact Analysis
- Traffic Calming
- Traffic Signal Warrants
- Traffic Engineering Design
- Corridor Studies
- Traffic Safety
- Bicycle Network Planning

Estimated Fee: \$250,000

Reference: Rodney Tissue, P.E., City Engineer
301-739-8577



On-Call TIS Review Mt Airy, MD

SWA provided on-call Traffic Impact Study review, including:

- Trip generation
- Pass-by, capture and non-auto site trip discounts
- Trip distribution
- Mode split
- Route assignment
- Study area definition
- Data collection methodology and validating traffic counts
- Background and site development phasing and timelines, growth factors
- capacity analysis methodologies
- HCM/ Synro
- Developer, SHA and County coordination
- Mitigation agreements

Recent projects include Prospect Place, Main Street Plaza, Wildwood Park Phase VII, St. Andrews Church, Goddard School, Twin Arch Industrial Park and Mt. Airy Middle School.

Client: Mt. Airy, MD

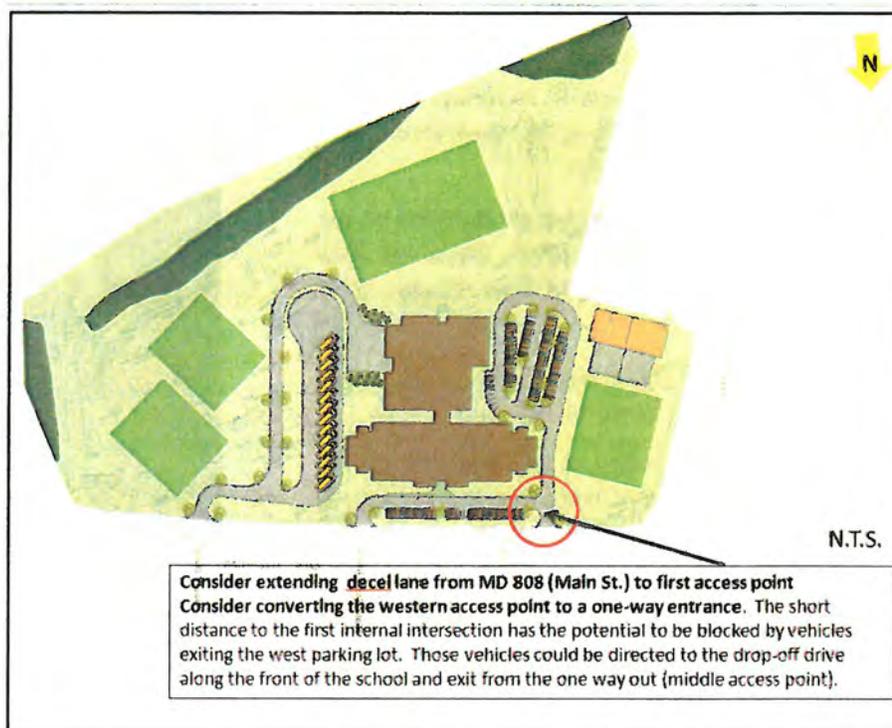
Location: Mt. Airy, MD

Services:

- Traffic Impact Analysis
- Traffic Operations
- Traffic Data Collection

Estimated Fee: \$50,000

Reference: Bernard Quinn, P.E.
Town Engineer



Traffic Calming Analysis Town of Somerset

Sabra, Wang & Associates, Inc. was retained by the Town to perform a comprehensive analysis of traffic circulation, traffic calming, pedestrian and bicycle compatibility and signing. Work efforts included:

- Review of speed data
- Origin-destination study and evaluation of non-local traffic
- Stop sign compliance
- Signing inventory and MUTCD compliance review
- Traffic calming device evaluation
- Curbside parking regulation review
- Pedestrian and bicycle safety and accessibility
- Response to citizen concerns
- Attend and facilitate a public meeting

Also evaluated traffic impact of the Westbard Sector Plan and potential development including traffic operations, parking, and improvements to pedestrian and bicycle connections.

- Validated of traffic impacts and conclusions.
- Reviewed traffic forecast.
- Evaluated potential for new cut-through traffic.
- Presented findings to Town Council

Client: Town of Somerset

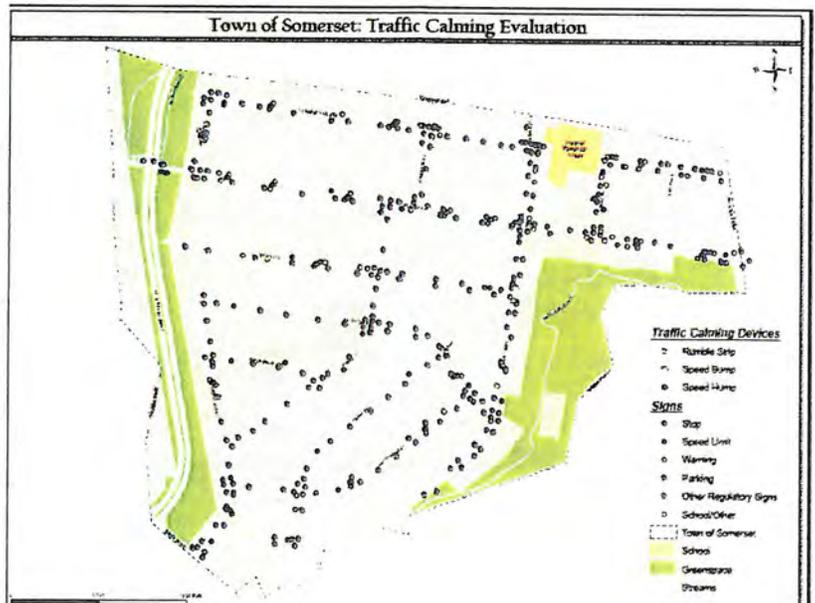
Location: Town of Somerset, MD

Services:

- Traffic data collection
- Traffic operations analysis
- Origin-destination analysis
- Traffic calming design
- Traffic impact analysis

Estimated Fee: \$25,000

Reference: Rich Charnovich
Manager and Clerk-Treasurer
301-657-3211



Regional Development Traffic Impact Analysis Rockville, MD

Sabra, Wang & Associates, Inc. was tasked with evaluating the impacts of major regional developments both within and adjacent to the City of Rockville. Work efforts included:

- Documented baseline network conditions including traffic volumes, level of service, bike, pedestrian and transit facilities, land use forecasts and parking.
- Evaluated trip rates, adjustment factors (pass-by, internal capture, non-auto trips), mode share, trip distribution, trip assignment and capacity analysis.
- Evaluated alternative performance measures including travel time and person throughput.
- Coordinated City, County, and State policies to assess modifications to policies.
- Developed traffic mitigation measures including traffic control upgrades, lane reassignments, intersection improvements, and transportation demand management strategies.
- Used VISTRO software to automate trip assignment and trip distribution.
- Developed policy recommendations to enhance traffic forecasts, developer proffers, and transportation system monitoring

Client: City of Rockville

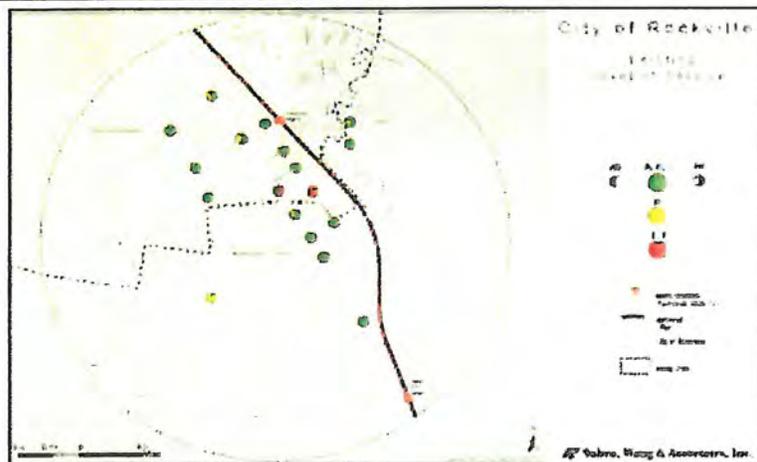
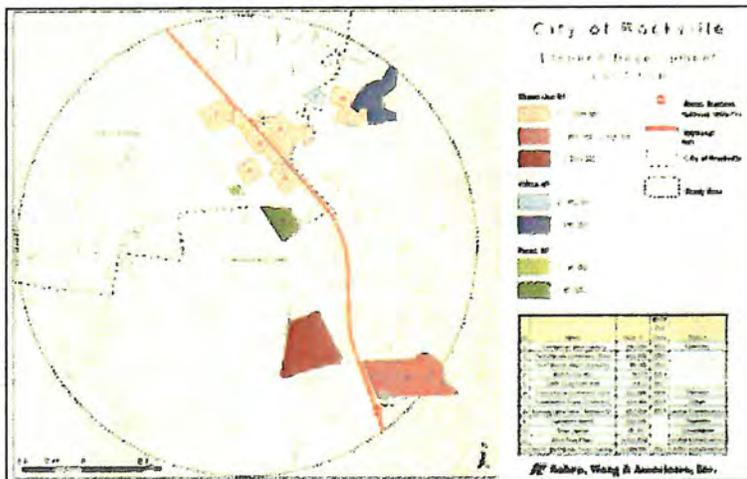
Location: Rockville, MD

Services:

- Traffic Data Collection
- Traffic Operations Analysis
- Traffic Impact Analysis
- Policy Analysis

Estimated Fee: \$30,000

Reference: Emad El-Shaefi, Ph.D.,
P.E., PTOE
240-314-8508



On-Call Traffic Engineering

City of Fairfax, VA

Sabra, Wang & Associates, Inc. (SWA) is under contract for on-call transportation/ traffic engineering and has completed numerous tasks:

Old Town Traffic Study: Evaluated Old Town traffic circulation for traffic operations, traffic safety, business access, parking, and pedestrian/bicycle accessibility. SWA compared the existing two-way circulation with one-way operations and provided the findings to the City Council to assist them in determining their goals for balancing vehicle and pedestrian patterns in Old Town.

Traffic Impact Study Review: SWA evaluated several development plans adjacent to Fairfax Circle, the intersection of US 29 (Lee Highway) and US 50 (Fairfax Blvd). The congested circle is part of the Fairfax Boulevard Vision Plan, which aims to create a more walkable and mixed land use areas along the corridor. Evaluated site access points, traffic control / signal warrants, signal timing and traffic forecasts.

Cobbdale Neighborhood Traffic Calming Study: SWA performed a traffic calming study along Norman Avenue in the City of Fairfax's Cobbdale neighborhood. Work efforts included:

- Evaluating traffic volume, speed and crash data,
- Performing field investigation of roadway design characteristics
- Developing project base mapping
- Developing traffic calming alternative including bicycle lanes, chokers and mini-roundabouts along to reduce speeds
- Developing concept design and construction cost estimates
- Meetings with neighborhood traffic calming task force

University Drive Road Diet Study and Design: SWA was tasked to evaluate multi-modal improvements including a road diet to incorporate a bicycle lane along University Drive from Armstrong to Main Street, as well as prepare design drawings for new sidewalk between Armstrong Street and Breckinridge Lane. Task efforts included:

- Right-of-way identification, topographic survey, geometric design, stormwater management design, and landscape design
- Preliminary engineering design of bike lane signing and striping
- Traffic operations analysis of road diet lane reductions
- Evaluation of impacts to bus operations, emergency vehicle access and driveway access
- Public meetings/ presentation to City Council

Client: City of Fairfax, Virginia

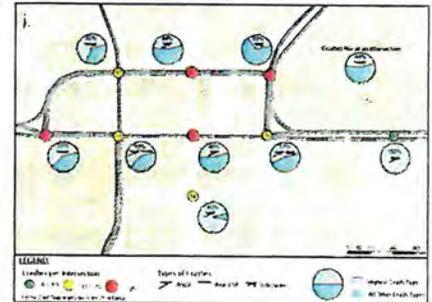
Location: Fairfax, VA

Services:

- Traffic Impact Analysis
- Traffic Safety Studies
- Traffic Calming
- Pedestrian and Bicycle Network Design

Estimated Fee: \$100,000

Reference: Wendy Block Sanford
Transportation Director
703-385-7875



Number and Type of Crashes



Town Center Redevelopment Short-Term and Long-Term Traffic Assessment/ Transportation Master Plan

SWA performed a comprehensive assessment of short-term and long-term redevelopment scenarios in the Columbia Town Center area in anticipation of up to 5,000,000 square feet of new office space, 750,000 square feet of new retail space and 5,000 new residential units. The first step in the analysis involved validating the assumptions in the developer's traffic studies regarding existing operations and forecasted traffic volumes. SWA then documented the existing roadway network, compiled baseline traffic volumes, performed existing capacity and level of service calculations, and identified existing network deficiencies. Building on existing conditions data, SWA developed future year traffic forecasts, including trip generation, trip distribution, modal split and route assignment. A coded and calibrated Synchro traffic model was developed based on future year projections, and SWA developed subarea travel demand model including TAZ refinements, screenline validation and testing of roadway and transit upgrade scenarios. SWA also assisted Howard County in reviewing new Adequate Public Facilities Ordinance (APFO) requirements for traffic studies and mitigation for Downtown Columbia, providing technical guidance on the following categories of facility improvements:

- Intersection improvements
- Interchange modifications and new access ramps
- Pedestrian and bicycle connections
- Parking management
- New and enhanced transit options including bus and rail
- Upgraded traffic management of signals and its

SWA presented traffic analysis findings to the public at a community-wide forum in conjunction with County staff. The final project outcome was a Transportation Master Plan document to assist Howard County in developing roadway and transit improvements.

Client: Howard County,
Department of Public Works

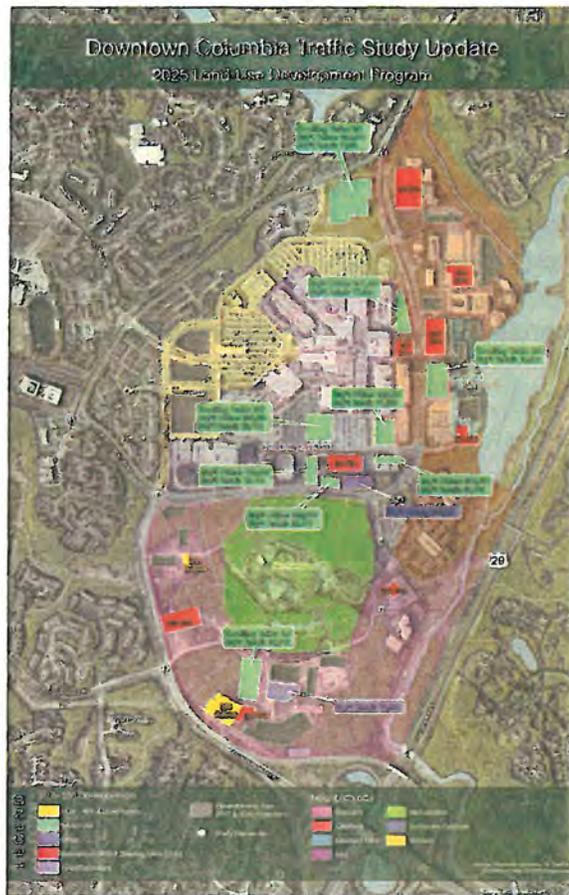
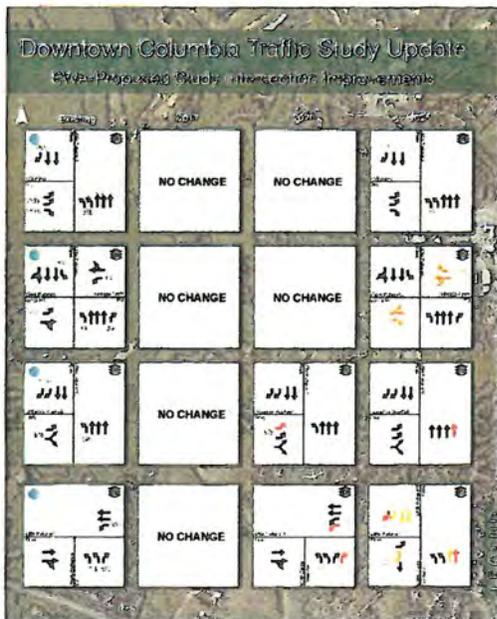
Location: Columbia, MD

Services:

- Traffic Impact Analysis
- Strategic Planning
- Transportation Policy
- Traffic Operations Analysis

Estimated Fee: \$200,000

Reference: Mark DeLuca, Deputy Director
410-313-5450



We have selected highly-qualified staff with extensive experience, and a proven track record, in traffic engineering and transportation planning. Our Project Manager, Bryon White, P.E., PTOE, is fully committed and ready to serve you. Mr. White will serve as the Primary Liaison with the City's Project Manager and will be directly involved in all aspects of the project. The following are contained within this section:

- The table below summarizes our key staff's relevant experience and project roles.
- Primary staff expected to contribute to this project, along with direct labor rates and titles.
- A project organization chart that illustrates our team's project roles and relationships
- Full resumes are included for all key staff

Name, Registration, Assignment	Experience Summary
 <p>Bryon J. White, P.E. <i>Project Manager</i></p>	<p>Bryon has more than 19 years of experience in many aspects of traffic engineering and transportation planning including traffic impact studies, development plan review, neighborhood circulation studies, travel forecasting, traffic simulation, traffic operations studies, corridor studies, bicycle and pedestrian network planning and design, streetscape and roadway design, traffic data collection, and stakeholder and public outreach. Bryon has authored and reviewed over 50 traffic impact analyses, including three for the University of Maryland in the last year. As a former City Engineer for the City of Laurel, Bryon brings a broad perspective to the project planning and implementation process.</p>
 <p>Paul Silberman, P.E., PTOE <i>Quality Control</i></p>	<p>Paul has over 20 years of hands-on experience in transportation planning and traffic engineering at the local level, Regional, State and Federal level. Paul's area of expertise includes traffic impact study scoping, preparation and review, land use/ development review, traffic operations studies, traffic mitigation, travel forecasting, traffic safety studies, corridor studies, traffic data collection, long-range and strategic planning, bicycle and pedestrian network planning, traffic calming analysis and design, traffic modeling and simulation, public outreach, preliminary engineering and alternatives analysis. Paul has worked with over a dozen municipalities throughout the Mid-Atlantic in developing mobility solutions that balance land use, transportation and economic development in urban and historic environments.</p>
 <p>Elisa Mitchell, P.E. <i>Traffic Engineer</i></p>	<p>Elisa has 6 years of professional experience in transportation planning and traffic engineering with expertise in traffic data collection and analysis, traffic impact studies, traffic safety analysis, parking operations and management, traffic operations analysis, corridor studies, public involvement and roadway design including bicycle and pedestrian infrastructure. Elisa has worked on several strategic transportation plans for local jurisdictions including Annapolis, Baltimore City and Mount Airy as well as performed traffic impact studies for downtown Columbia in Howard County and Fells Point/ Canton in Baltimore City. Elisa is knowledgeable in MUTCD, ITE, FHWA standards and numerous statistical, traffic and GIS software applications.</p>



Name, Registration, Assignment	Experience Summary
--------------------------------	--------------------



Kyle Roberts, P.E., PTOE
Traffic Engineer

Kyle has 7 years of experience in multi-modal traffic operations analysis, transportation planning, traffic impact analysis, signal timing, traffic control studies, signal warrant studies, traffic safety studies, traffic modeling and simulation, traffic data collection including queues and delays, bicycle and pedestrian facility planning and design. Kyle is versed in Synchro, SimTraffic, Highway Capacity Software, SIDRA, VISSIM, VISTRO, Microstation, ArcGIS, and JAMAR and knowledgeable of MUTCD, FHWA, SHA, Prince George’s County, ITE and AASHTO standards. Kyle has worked on several transportation elements of Master Plans, and has performed over 2 dozen traffic impact analyses.



Sharod Harris
CAD/Traffic Technician

Mr. Harris has fifteen years of experience working on a variety of projects involving traffic data collection, and traffic data analysis including intersection counts, daily traffic counts, parking studies, origin-destination studies, vehicle occupancy studies, bus ridership counts and trip rate studies. Sharod has served as a Supervising Engineer on several on-call contracts for Maryland, Delaware and Virginia DOTs, MNCPPC, and municipalities such as Baltimore City and the District of Columbia supporting both programmatic traffic monitoring efforts as well as project-specific traffic count assignments. Sharod supervises a team of two field crews and ten field technicians and is responsible for field safety, training, equipment maintenance and calibration, and project scheduling. Sharod has strong knowledge and application of numerous data analysis applications and packages including JAMAR Petra/ PetraPro, JAMAR TraxPro, TasPlus, PEEK TOPS, MetroCount, ArcGIS, MSAccess, Adobe Acrobat Professional, and Crystal Reports.

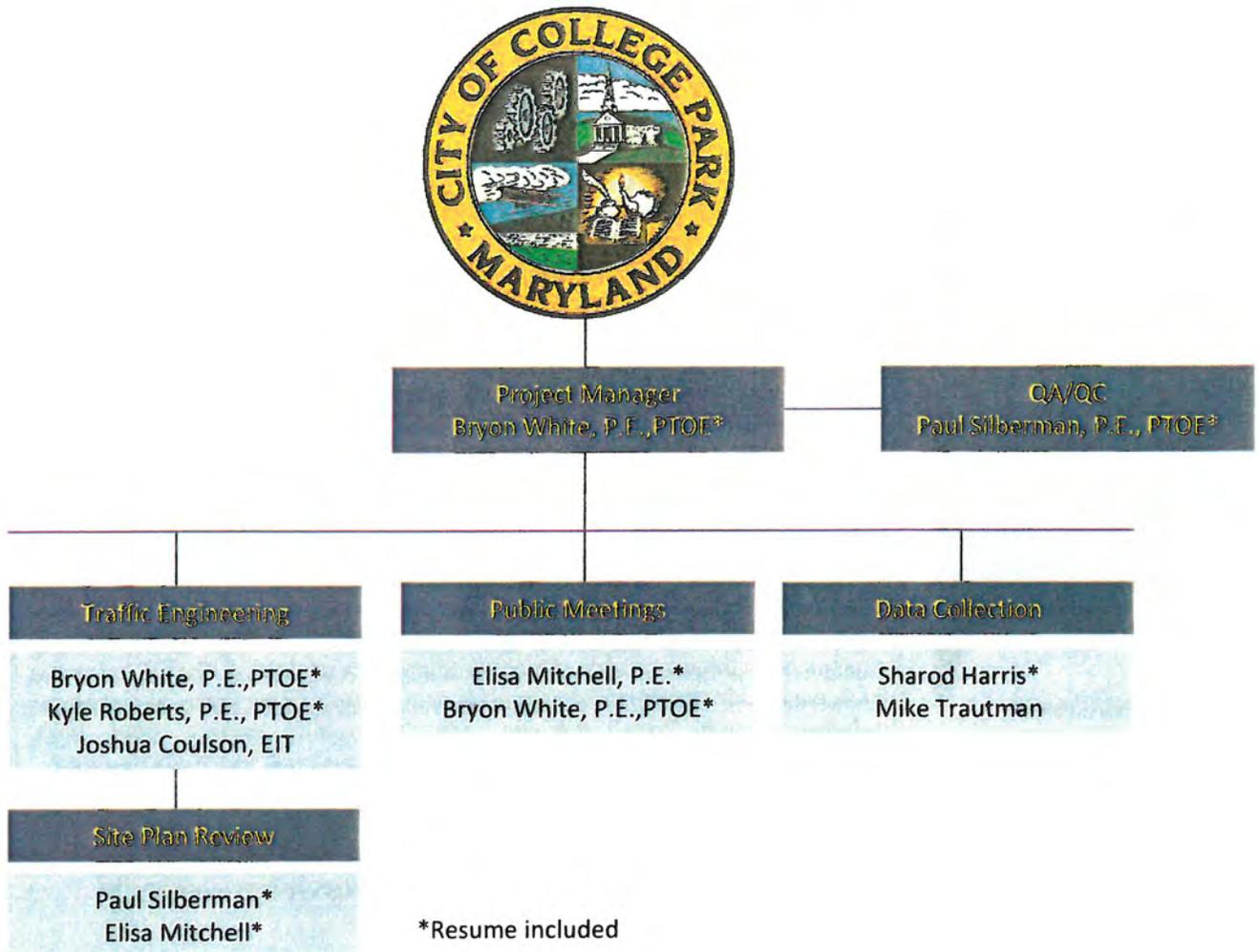
Staff availability, is shown in the table below, followed by an Organizational chart that details each team member’s primary role in the project. While each staff member below is expected to work on the project, other staff not listed in the table below, could also contribute.

Table 1: Staff expected to work on the project (*denotes key staff with resumes attached)

Primary Staff	Title	Percent Committed to other Projects	Direct Labor Rate \$/hr
Bryon J. White, P.E.*	Project Manager	60%	\$61
Paul Silberman, P.E., PTOE*	Director	65%	\$80
Elisa Mitchell, P.E.*	Traffic Engineer	60%	\$38.20
Kyle Roberts, P.E., PTOE*	Traffic Engineer	55%	\$44.50
Joshua Coulson, EIT	Traffic Engineer	65%	\$30.75
Sharod Harris*	Senior Traffic Technician	70%	\$34.35
Mike Trautman	Traffic Technician	70%	\$22.25



ORGANIZATION CHART OF KEY STAFF







Bryon White, P.E., PTOE
Senior Traffic Engineer

Role: Project Manager

18 Years of Experience

Education

BS, Mechanical Engineering,
University of Maryland, 1998

Relevant Permits

Professional Engineer/2005 MD #30475
Professional Traffic Operations Engineer/2013
#3476

Mr. White has more than 19 years of experience in traffic and transportation engineering including traffic data collection and analysis, traffic impact analysis, traffic operations analysis, neighborhood safety and access studies; corridor studies, travel forecasting, traffic simulation; traffic calming analysis and design, bicycle and pedestrian facility planning and design, traffic signal warrant analysis; streetscape and roadway design; and public involvement. His relevant project experience includes:

WeWork and The Hall Traffic Impact Study, University of Maryland, College Park: Evaluated existing and future traffic impacts on the Campus roads and on SHA roads related to the construction of a new shared-space office building and entertain venue/restaurant. Analysis included impacts of Purple Line on mode split. Recommended traffic control and lane configuration changes as well as parking garage access points to accommodate new and diverted traffic

School of Public Policy Traffic Impact Study, University of Maryland, College Park: Evaluated existing and future traffic impacts on the Campus roads and on SHA roads related to the construction of a new School of Public Policy to be constructed with access to Route 1. Multiple roadway network iterations were evaluated – including removing access to Route 1. Analysis included impacts of Purple Line on mode split and traffic operations. Recommended traffic control and lane configuration changes as well as parking garage access points to accommodate new and diverted traffic

New Dorms (phase 1) and Campus-wide study (phase 2), University of Maryland, College Park: Conducted traffic impact study for a planned 900 residence hall and relocated dining hall for the North Campus area of the University of Maryland. The study included impacts of diverted trips due to realigned grid streets as well recommendations for pedestrian connections and student loading. Phase 2 is currently underway and encompasses a holistic multimodal transportation evaluation of all the pending projects, campus-wide, as well as impacts expected due to the completion of the Purple Line. Recommendations will be for all modes and may include new internal campus streets, walkways, and bike facilities.

Prince Georges Muslim Association Traffic Impact Study; Prince Georges County: Evaluated existing and future traffic impacts to Lanham/Greenbelt area of Prince Georges County due to the redevelopment of an existing building with a day care and private school facilities. Evaluated impacts to local roadway network and recommend traffic control, signal phasing and lane configuration changes to accommodate new and diverted traffic.

3rd Party Site Plan Review; Prince Georges County: Provide County-certified on-call 3rd party consultant reviewing for MOT plans, Signing and Marking Plans, and Lighting plans. Plans reviewed per County, SHA and MUTCD guidelines. Coordination with DPIE.

Bike Boulevard Implementation Plan, City of College Park: Project Manager. Developed Implementation and phasing plan for 17 new bike boulevards in College Park. Collected speed and volume data on selected streets to determine degree of traffic calming and traffic diversion required. Plan included layout of bike signing, marking, and traffic calming, and estimated construction costs. Design alternatives to provide higher-quality bike facilities were also developed.

Conducted charrettes to stakeholders and residents to solicit feedback. Developed on-line GIS application to show proposed bike boulevards and receive map-based feedback from residents.

Downtown Wheaton Traffic Study, Montgomery County DOT: Senior Traffic Engineer. Performed traffic data collection, traffic operations and safety analysis for downtown Wheaton Area due to changes in bus patterns and new developments in the area. Developed future traffic forecasts, Synchro traffic models, and recommended improvements based on observations, and technical analysis. Prepared technical report.

Eastport Neighborhood Traffic Study, City of Annapolis: Senior Engineer responsible for multi-modal traffic data collection, parking inventory and utilization analysis, analysis, traffic safety analysis, travel forecasts, public outreach, stakeholder coordination, and development of recommendations to enhance safety and mobility and manage parking resources.

Development Review, Washington, D.C., DDOT: Project Lead for a team of on-site contracting staff conducting Development Review and Case Management. Coordinated with stakeholders across other DDOT agencies and with developers' consultants in order to facilitate development in accordance with DDOT policies regarding safety, access management, and traffic operations to include pedestrian, bike, transit access and parking. Documented recommendations and concerns via formal reports and testimony to the Office of Zoning and the Board of Zoning Adjustment.

On-call Traffic Impact Studies, Baltimore City DOT: Sr. Engineer. Evaluated existing and future traffic impacts to Baltimore City from several large-scale developments, including Harbor Point PUD, Clipper Mill, and Remington Row. Evaluated impacts to external and new internal roadway network and recommend traffic control and lane use changes, as needed.

On-Call Traffic Impact Study Review, Maryland State Highway Administration: Senior Engineer. Responsible for review of traffic impact studies for Howard, Carroll and Frederick Counties. Reviews include study area, traffic data validation, trip rates, trip distribution, capacity analysis, queuing, and mitigation needs. Prepared comment letters and coordinated with SHA offices including Districts, Traffic, Planning, Travel Forecasting and Access Management.

On-Call Traffic Impact Studies, Carroll County, MD: Project Manager. Determined and analyzed impacts of a proposed 250k gross square foot manufacturing facility on the local roadway network. Collected existing traffic counts and signal timing data. Developed existing and future levels of service and mitigation requirements.

Traffic Impact Study Review, City of Laurel: Former City Engineer. Verified existing traffic counts, and site generated trip assumptions. Verified projections and analysis using Synchro/SimTraffic and modified proposed off-site improvement design in accordance with site context and land use.

Rossborough Lane Intersection conceptual design and traffic study, University of MD, College Park: Modeled existing and projected traffic for East Campus Hotel and resulting effect on intersection design for potential connection of Rossborough lane with Paint Branch Parkway. Traffic analysis provided data for conceptual geometric design of lanes usage and bays.

Rhode Island Ave Streetscape 30% Design, City of College Park: Completed 30% Design Plans for Rhode Island Ave in North College Park for buffered bike lanes, improved and widened sidewalk; turn lane removal, improved lighting; improved transit facilities, landscaping, and pedestrian and bike access. Design involved coordination between City and County stakeholders.

National Institutes of Health (NIH) Traffic Impact Study, Bethesda Campus: Evaluated existing and future traffic impacts on the Campus roadway network related to the construction of a new Multi-level parking garage and hospital expansion. Recommended traffic control and lane configuration changes as well as parking garage access points to accommodate new and diverted traffic.



Paul Silberman, P.E., PTOE
Director, Transportation Planning

Role: Quality Control

21 Years of Experience

Education

MS, Civil Engineering,
University of Maryland, 2000
BS, Civil Engineering,
University of Maryland, 1996

Relevant Permits

Professional Engineer / 2001 / MD Registered #
26562
Professional Traffic Operations Engineer/2004
#1287

Paul has 21 years of experience in traffic engineering and multi-modal transportation planning, delivering innovative solutions for complete street design, integrated and connected multi-modal networks, and accessibility. Paul's expertise includes traffic data collection, traffic impact analysis, traffic operations analysis, traffic safety, traffic forecasting and modeling, corridor studies, strategic planning, traffic research, bicycle facility planning and design, traffic calming analysis and design, road diet and complete streets analysis, transit planning and operations, parking studies, roadway design, stakeholder coordination and public outreach. Paul has managed over a dozen strategic transportation plans of varying scale from business districts, neighborhoods, corridors to city-wide and presented findings to Mayors, Councils and Business Groups. Paul is hands-on with numerous traffic analysis software packages including Synchro/SimTraffic, VISSIM, VISTRO, CORSIM, ArcGIS, HCS+ as well as DDOT, FHWA, AASHTO, ITE, NACTO and MUTCD guidelines, criteria and design standards. Relevant projects include:

Traffic Impact Study, Prince George's County Regional Medical Center/Hospital: Lead Traffic Engineer. Evaluated existing conditions, background conditions, and future no-build and build conditions. Evaluated site layout and access points and parking requirements. Coordinated with Maryland SHA and Prince George's County DPW&T. Prepared technical report and attended Planning Board hearing.

Citywide Transportation Plan, City of Hyattsville: Project Manager for a comprehensive evaluation of the transportation network, including traffic counts at over 50 locations, traffic modeling, traffic operations analysis, development of traffic forecasts for West Hyattsville, Prince George's Plaza and Gateway Arts Districts, identification of multi-modal network improvements with emphasis on pedestrian and bicycle facilities, cost estimates, wayfinding signing concepts. Facilitated stakeholder coordination, performed community engagement and presented to City Council.

City of Mount Rainer, Town Center Parking Study: Project Manager was responsible for performing a comprehensive parking study for the City's Town Center, a 20-block area, as part of a Master Plan process to identify strategies to better manage existing and future parking demand. Documentation existing parking conditions utilization and evaluated Parking Requirements. Developed suite of parking and transportation management recommendations. Presented findings to City and Stakeholders.

On-Call Traffic Impact Study Review, MD SHA Access Management Division: Senior Engineer reviewing studies in Anne Arundel, Baltimore, Harford, Howard, Frederick and Carroll County. Reviews focused on study area network documentation, quality of data, growth factors, background developments, trip generation, distribution and assignment methodology and calculations, CLV calculations, feasibility of improvements and adherence to ITE Trip Generation and SHA TIS guidelines.

On-Call Traffic Impact Study Scoping and Review, Town of Mt. Airy: Project Manager: Performed scoping and review for several projects including Prospect Place, Main Street Plaza, Wildwood Park Phase VII, St. Andrews Church and Mt. Airy Middle School with emphasis on study area network documentation, quality of data, growth factors, background developments, trip generation, distribution and assignment methodology and calculations, CLV calculations, and appropriate mitigation. Attended meetings and coordinated with County, SHA and developer.

On-Call Traffic Impact Study Scoping and Review, City of Hagerstown: Senior Engineer reviewing traffic impact studies for City including Longmeadow, Stone House Square, Hagerstown Town Center, Hagerstown Gateway, Royal Farms, Walgreens and Hollyhock Property. City does not have APFO procedures, assisted with development of scopes, and mitigation reviews such as access controls and signal timing optimization.



Elisa Mitchell, P.E.
Transportation Engineer

Role: Traffic Engineer

5 Years of Experience

Education

Master of Civil Engineering,
University of DE, 2013
Bachelor of Civil Engineering,
University of DE, 2011

Relevant Permits

Professional Engineer/ 2017 MD #50998

Elisa has five years of professional experience in transportation planning and traffic engineering with expertise traffic impact studies, trip generation analysis, traffic operations analysis, traffic data collection and analysis, and traffic safety analysis and audits. Elisa has extensive experience in the TIS process and has conducted and reviewed multiple traffic impact studies for a variety of jurisdictions from representing the needs of small towns, to County-level planning, to maintaining the transportation standards of SHA's roadway network. Her experience with traffic impact studies and evaluation ranges from short term proposed, single developments to area planning for large, multi-phased developments. Elisa is knowledgeable in ITE, AASHTO, MUTCD, FHWA standards and numerous statistical, traffic and GIS software applications. Relevant projects include:

Traffic Impact Study Manager & Reviewer, SHA-Travel Forecasting & Analysis Division: On-site consultant responsible for managing the TIS reviews conducted by SHA-TFAD; also responsible for performing over twenty-five TIS reviews. Received reviews statewide and became familiar with the APFO and TIS requirements of multiple jurisdictions across the State. Reviews focused on traffic data validation, growth factors, background developments, trip generation, distribution and assignment, CLV calculations, feasibility of improvements and adherence to ITE Trip Generation and SHA TIS guidelines. Additionally, responsible for QA/QC of reviews performed by other TFAD reviewers and orienting new reviewers to the TIS review process.

On-Call Traffic Impact Study and Development Review for Baltimore City DOT: Conducted multiple traffic impact studies for a variety of developments in the City of Baltimore such as Remington Row and Belvedere Towers. Work efforts included performing trip generation, distribution, and assignment analysis and resulting intersection capacity analysis for existing, background, build, and build with improvements scenarios.

Downtown Columbia Traffic Study, Howard County DPW: Project purpose was a transportation network assessment of Downtown Columbia and its capacity to support a strong economic development program. Served as the project engineer and developed turning movement counts for three horizon years based on projected addition of over 5,000 dwelling units, over 500, 000 square footage of commercial, and over 3 million square feet office. Performed an intersection and network wide analysis based on planned market absorption. Developed phased recommendations to match needed transportation improvements with build out of developments.

On-call Traffic Impact Study Review, Town of Mount Airy, Maryland: Traffic Engineer responsible for evaluation of traffic impact studies on behalf of the Town. Performed scoping and review for several projects including Prospect Place, with emphasis on study area network documentation, quality of data, growth factors, background developments, trip generation, distribution and assignment methodology and calculations, CLV calculations, and appropriate mitigation. Attended meetings and coordinated with County, SHA and the developer.

On-call Traffic Impact Study Review, City of Hagerstown Maryland: Traffic Engineer responsible for evaluation of traffic impact studies on behalf of the City. Performed scoping and review for several projects including Doub Farm and Lidl Grocery, with emphasis on study area network documentation, quality of data, growth factors, background developments, trip generation, distribution and assignment methodology and calculations, CLV calculations, and appropriate mitigation.



Kyle Roberts, P.E., PTOE
Traffic Engineer

Role: Traffic Engineer

7 Years of Experience

Education

BS, Civil Engineering,
University of Delaware, 2010

Relevant Permits

Professional Engineer/2015 MD #46847
Professional Traffic Operations Engineer/2016
#4000

Mr. Roberts has 7 years of experience in traffic impact analysis, multi-modal traffic operations analysis, transportation planning, signal timing, traffic control studies, bicycle and pedestrian facility planning, design and analysis, traffic safety studies, traffic modeling and simulation, and traffic data collection including travel time, origin-destination studies, speed, gap, queues and stopped delay. Kyle is versed in Synchro, SimTraffic, Highway Capacity Software, SIDRA, VISSIM, VISTRO, Microstation, ArcGIS, and JAMAR and knowledgeable of MUTCD, FHWA, MD SHA, ITE and AASHTO standards. Relevant project experience includes:

On-Call Traffic Impact Studies, City of Annapolis, MD: Project Engineer. Responsible for evaluating existing and future traffic impacts including documentation of roadway network, baseline traffic data and operations, site trip generation, impacts to local roadway network and recommend traffic control, signal phasing and lane configuration changes to accommodate new and diverted traffic. Projects included Annapolis Towns, Chick-Fil-A, Taco Bell, Bay Ridge Assisted Living and the Yacht Club.

White Oak Local Area Transportation Improvement Program Traffic Analysis, Montgomery County Planning Department: Project Engineer responsible for evaluating traffic operations of existing and future scenarios of land use and transportation networks for the Rock Spring Master Plan. Analysis included traffic data collection, developing future year traffic volumes, and performing traffic operations analysis. Developed intersection improvement concepts and costs, prepared presentation materials and attended meetings with Planning, DOT, Council and community members.

On-Call Traffic Impact Study Performance and Review, Baltimore City DOT: Traffic Engineer responsible for review and performance of traffic impact studies as part of an on-call contract. Kyle was involved in over a dozen studies with diverse land uses, large mixed-use, urban transportation networks, multi-modal access, parking studies and historic neighborhood streetscape improvements.

Rock Spring Master Plan Support, Montgomery County, MD Planning Department: Project Engineer responsible for evaluating traffic operations of existing and future scenarios of land use and transportation networks for the Rock Spring Master Plan. Analysis included traffic data collection, developing future year traffic volumes, and performing traffic operations analysis. Developed intersection improvement concepts and costs.

Germantown Master Plan Support, Montgomery County, MD Planning Department: Project Engineer responsible for evaluating traffic operations of existing and future scenarios of land use and transportation networks for the Germantown Master Plan and MARC Station. Analysis included traffic data collection, developing future year traffic volumes, and performing traffic operations analysis. Developed intersection improvement concepts and costs.

On-Call Traffic Engineering Services, Howard County DPW: Traffic Engineer for on-call traffic data collection and analysis, signal warrant analysis, development impact analysis review, and bicycle network planning.

On-Call Traffic Engineering Studies, MD SHA District 7: Traffic Engineer for traffic signal warrants and left-turn phasing analyses including traffic data collection, speed studies, gap studies, queue studies and stopped delay studies per MUTCD requirements at locations throughout Frederick and Howard Counties.



Sharod Harris
Senior Traffic Technician

Role: Traffic Data Collection

15 Years Experience

Education

BS, Construction Management, Syracuse University, 1999

Mr. Harris has fifteen years of experience working on a variety of projects involving traffic data collection, roadway data inventory, and traffic data analysis including intersection counts, daily traffic counts, vehicle classification counts, speed and volumes counts and travel time studies. Sharod is versed in using both intrusive and non-intrusive data collection equipment, and is intimate with equipment set-up, maintenance and calibration; as well as data reduction, analysis and validation. Sharod has served as a Supervising Engineer on several on-call contracts for Maryland, Delaware and Virginia DOTs, MNCPPC, and municipalities such as Baltimore City and the District of Columbia supporting both programmatic traffic monitoring efforts as well as project-specific traffic count assignments. Sharod is also versed in GPS, geo-location and asset inventories. Sharod supervises a team of two field crews and ten field technicians and is responsible for field safety, training, equipment maintenance and calibration, and project scheduling. Sharod has strong knowledge and application of numerous data analysis applications and packages including JAMAR Petra/ PetraPro, JAMAR TraxPro, TasPlus, PEEK TOPS, MetroCount, ArcGIS, MSAccess, Adobe Acrobat Professional, and Crystal Reports. Relevant projects include:

On-Call Traffic Data Collection Statewide, MD State Highway Administration: Engineer. Performed over 1,000 traffic data collection assignments, including multi-modal intersection counts, average daily traffic counts, origin-destination surveys, vehicle occupancy, speed studies, and trip generation research and studies. Prepared data analysis including traffic count reports photographs, observations, condition diagrams, and capacity analysis.

Columbia Town Center Cordon Line Study and Traffic Monitoring: Engineer responsible for collecting a variety of traffic counts across all modes of travel, including multi-modal intersection counts, vehicle occupancy surveys, origin-destination surveys, transit bus ridership counts, average daily traffic (ADT), and trip rate surveys for land uses within the study area.

Citywide Transportation Plan, City of Hyattsville: Engineer. Responsible for collecting and analyzing over 50 peak hour intersection counts and over a dozen Average Daily Traffic volume, speed and classification counts.

Eastport Transportation Study, City of Annapolis: Engineer. Responsible for collecting and analyzing multi-modal traffic counts and parking data at over 24 intersections and 80 block faces.

Bike Boulevard Implementation Plan, City of College Park: Engineer. Responsible for collecting and analyzing Average Daily Traffic volume, speed and classification counts.

Northwest Neighborhood Schools Traffic Management Plan, Baltimore City DOT: Engineer. Responsible for multi-modal traffic counts at over a dozen locations around six public and private school campuses, as well as off-street parking utilization surveys for a dozen religious institutions.

Traffic Signal Timing and Intersection Safety Studies, District of Columbia DOT: Engineer. Responsible for collecting and analyzing multi-modal traffic volumes at over 250 intersections.

Town-wide Traffic Calming Evaluation, Town of Somerset, MD: Engineer responsible for speed studies on multiple neighborhood streets.

Signal Timing Studies, Montgomery County, MD DOT: Engineer. Responsible for collecting and analyzing multi-modal traffic volumes at over 250 intersections.

The following technical approach is in response to RFP CP 18-06 *Traffic Engineering Consulting Services for the City Hall Redevelopment*, issued by the City of College Park. Sabra, Wang & Associates, Inc. brings a wealth of traffic engineering and transportation planning experience at a national, regional and local level. This technical scope describes the processes that we will conduct to support the permitting and site design/access for the College Park's new City Hall. Our work plan is broken into three subtasks:

- Task 1: Site Permitting / Traffic Impact and Access Study
- Task 2: Site Plan, Access, and Loading Design assistance
- Task 3: Public and City Council Presentations

Our approach toward each task is as follows:

Task 1: Traffic Impact Studies: The primary goal of the RFP is get all traffic-related regulatory approvals from Prince George's County and potentially from the State Highway Administration. The mechanism through which these approvals begin is the documentation of traffic impacts via a traffic impact study. SWA understands that assessing the impact of new development on the existing roadway network, and determining how to mitigate that impact is a critical component of managing and maintaining the transportation network. This proposal is to prepare and complete a Traffic Impact Study for the subject property in accordance with the *Prince George's County Transportation Review Guidelines, 2012*, and the Maryland State Highway Administration Guidelines established by the Access Permits Division for Traffic Impact Studies. The County's *Transportation Review Guidelines* spell out the process for scoping and conducting a traffic impact study in the County. The traffic impact analysis will analyze the existing traffic conditions, background conditions, and future build-out conditions based on the proposed development. The analysis will identify road improvements required, if any, of intersections that fail to operate at an acceptable level of service (defined as LOS E in the County's transportation guidelines). The traffic impact analysis will analyze the existing conditions, background conditions, and future build-out conditions from the proposed development, with an additional focus on how it changes corridor travel time through US 1. The analysis will also identify roadway or multi-modal improvements and circulation changes that may be necessary to accommodate future traffic needs.

SWA has a wealth of traffic impact and development review policy experience honed over many years of working directly as an advocate for many local jurisdictions and we are well versed to their unique problems and need to develop equitable solutions in partnership with the private sector development community, local residents, and the larger jurisdiction (i.e. the County) that may control land use and transportation adequacy standards. To complete Task 1, our work efforts will focus on the following subtasks:

- Task 1a: Existing Conditions

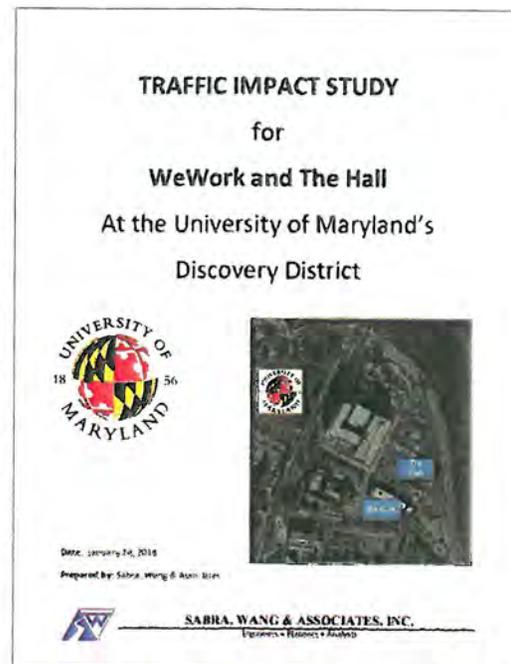


Figure 1: Recent TIS conducted by SWA for the University of Maryland

- Task 1b: Background Developments and Infrastructure Improvements
- Task 1cb: Trip Generation
- Task 1d: Future build-year Conditions
- Task 1e: Multimodal mitigation
- Task 1f: Document and submit impacts in a Traffic Impact Study to the County's Planning Department.

Task 1a, Existing Conditions: Task 1a encompasses documentation of existing site and transportation network conditions, collection of traffic count data. While the exact intersections will be determined during the scoping process with Prince George's Planning Department, based on the County's *Transportation Review Guidelines* we propose collecting multimodal turn movement counts for the AM/PM peak commuting periods (7:00 to 9:00 AM and 4:00 PM to 7:00 PM) at the following intersections:

- 1) Baltimore Ave (US 1) at College Ave / Regents Drive
- 2) Baltimore Ave (US 1) at Lehigh Ave
- 3) Baltimore Ave (US 1) at Know Road
- 4) Knox Road at Yale Ave
- 5) Yale Ave at Lehigh Ave
- 6) Yale Ave at College Ave
- 7) Yale Ave at Entrance to City Hall parking Lot
- 8) Lehigh Road at parking lot entrance



Figure 2: Proposed intersections for multimodal data collection

In addition, we will conduct traffic observations/ measurements such as sight distance, residual queuing or dangerous maneuvers that may be exacerbated with new development. Using these traffic data, we will perform existing Critical Lane Volume (CLV)¹ and Highway Capacity Manual (HCM) capacity analysis, level of service, and travel time/ queuing analyses. To conduct the traffic analysis, we will code intersections geometry, lane usage, pedestrian volumes, and traffic volumes for all 8 study area intersections into a Synchro™ network to perform the capacity analysis. Synchro is an industry-standard deterministic and macroscopic analysis software program that



Figure 8: SWA staff setting up a mobile camera unit to collect intersection count data

¹ The County's Transportation Review Guidelines only require CLV initially, however, it also states that "An analysis of queue lengths or delays, or perhaps a more comprehensive analysis of a study area using a tool such as Synchro, can be requested by an operating agency." We anticipate this request, as the Route 1 corridor is constrained with closely-spaced traffic signals, such that CLV is not the best method for analysis determining existing and future congestion..

models street networks with signalized or unsignalized traffic control. Geometric data such as number of lanes, lane configuration, storage lengths, tapers, and distances between intersections were input into Synchro. Synchro™ implements Highway Capacity Manual 2000 and 2010 (HCM) methods of analysis to determine level of service (LOS), where LOS is a letter designation that corresponds to a certain range of roadway operating conditions. The levels of service range from 'A' to 'F', with 'A' indicating the best operating conditions and 'F' indicating the worst, or a failing, operating condition. LOS is calculable for each intersection approach leg and for the intersection as whole. Queuing estimation will be conducted with its companion software, SimTraffic. To determine 95% queue lengths at each intersection approach, five (5) 60-minute simulations with 30 minute seeding intervals were run for each peak hour². Synchro models will be calibrated in the *existing condition*, prior to modeling new trips from proposed developments or modeling mitigations. Having a baseline existing capacity analysis allows for comparison with conditions estimated with the development in place and occupied.



Figure 3: SWA uses car-mounted GoPro Camera for field review and inventory and travel time runs.

Also, based on the County's *Transportation Review Guideline*, we will collect pedestrian, bike, and transit facility data in order to apply the County's transit facility credits and pedestrian/bike credits to the overall trip generation estimate.

Task 1b, Background Conditions: The next step in traffic impact analyses is to estimate what the baseline traffic conditions will be when the proposed development is due to be open for occupancy; this entail estimating the future year *no build* condition, that encapsulates background developments, regional growth within the nearest corridor/arterial, and background transportation improvements. SWA will research third party development activity and related trip generation, estimate growth in regional traffic, and programmed developer or capital projects. The University and the City of College Park are expected to be the primary jurisdiction from which we will solicit pending/approved developments. SWA will estimate new vehicle trips to be generated by those developments.

Additionally, we will estimate growth of existing through-traffic volumes along Route 1. For previous traffic impact studies, we've evaluated the long-term trend of US 1 traffic in order to estimate regional growth; as shown in Figure 7, US 1 has a long-term downward trend in peak hour traffic.

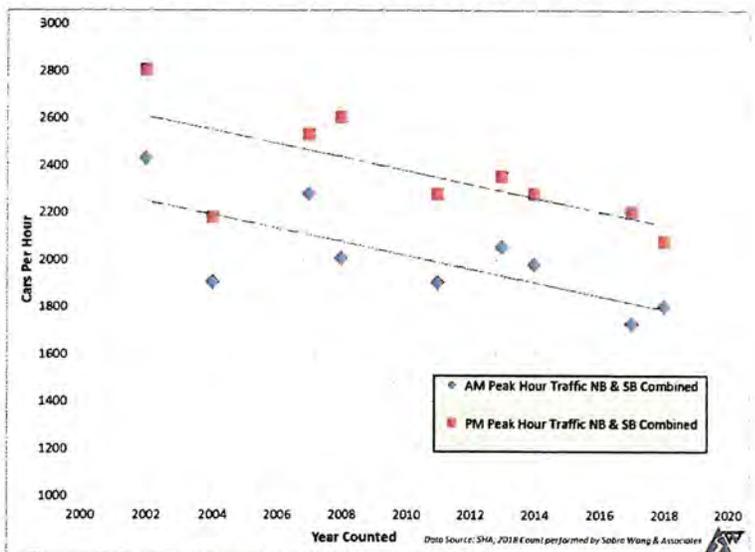


Figure 4: Data from SHA and Sabra Wang showing downward trend in US 1 vehicle traffic

² 95% queue lengths are measured instead of maximum queues, because the latter results tend to be very volatile, depending on each individual simulated model run.

Finally, we will estimate the impacts of pending transportation improvement on mode split and roadway network capacity. SWA is aware of College Park's Bike Boulevard Plan; recent sidewalk installation on US 1 connecting the City to the Riverdale station development; the pending opening of the Trolley Trail through Riverdale and into Hyattsville; as well as SHA's plans for improvements to US 1 that include medians, curbside bike lanes, but no additional vehicle capacity. We will solicit from the City, University and County all other pending transportation plans that may impact travel demand and mode split in the area.

Task 1c, Trip Generation: For the purpose of estimating future trip generated by a new City Hall and University building, SWA does not recommend using ITE Trip Generation Manual. The demographics, grid network, transit system, trails, metro stop and Synergy between the University and City mean that traditionally-suburban ITE trip generation rates simply do not apply. In order to estimate the future trip generation of the new City Hall, we will survey the demand and mode split for the *existing* City and extrapolate this information based on the difference in gross square feet and/or expected employees between the new and old buildings. We will conduct a field survey of the person trips to City Hall, based on observations of:

- Vehicles in and out driveway/ parking lot
- Cyclists
- Walkers
- Transit Riders

Additionally, we will count the occupancy of the adjacent Yale Ave parking garage in order to validate the assumption that it can accommodate any new trips to the redeveloped site, and thus confirm that no new parking is necessary.

To estimate the trip generation and mode split for the University Building, we will meet with University staff to determine the expected uses for the building and then conduct a mode split and trip generation survey of the nearest similarly-used building on Campus; this methodology will provide a defensible trip generation estimation. We believe that local traffic conditions and demographics also *invalidate* the use of the *ITE Trip Generation Manual* for the University Building; a review that SWA conducted of trips generated for the recently-opened The Hotel, for example, shows that the traditional impact study conducted for it, vastly overestimated its vehicle trips. We will vet our trip generation methodology with Prince George's County prior to beginning the study.

Task 1d, Future Conditions: In order to determine future year traffic conditions, we will combine:

- Existing turn movement counts,
- Existing pedestrian and bike volumes
- Expected regional growth, if any, along US 1 (northbound and southbound through movements only).
- Trips generated by planned or approved developments that are expected to open by the Future Build Year.
- *Net* new Trips generated by the development block

These factors will be modeled, similar to Task 1a. We will again conduct CLV and HCM capacity, level of service and travel time/ queuing analysis and simulation for the future conditions. Prior to developing a future year condition, we will coordinate and get approval from the City for all assumptions related to annual growth, distribution of trips, driveway assignment, internal capture, pass-by percentage, and modal split.

Task 1e, Mitigation: The expected net new vehicle trip generation is expected to be low; however, the US 1 corridor is highly sensitive to additional vehicle trips. The County's Level of Service threshold for intersections is a CLV of 1600 and LOS E, based on the site location in the Developed Tier. We believe that in an urban multi-modal environment, traffic mitigation³ goals should include:

- Balancing multi-modal needs for pedestrians, bicycles, personal vehicles, transit vehicles and commercial vehicles;
- Enhancing multi-modal travel options by identifying and completing gaps and barriers between different transportation modes & connections to adjacent neighborhoods;
- Improving inter-modal connections and parking management;
- Providing system management strategies such as maximizing the efficiency of signal timing to increase throughput and reduce congestion;
- Leveraging travel demand management resources to influence travel behavior and reduce peak hour automobile trips

With that in mind, SWA will evaluate all non-capacity increasing means for mitigating new vehicle trips, where the analysis shows that they trip the County's transportation adequacy standards. The following is a typical but not all-inclusive list of mitigation measures that have been recommended and/ or employed:

- **Pedestrian infrastructure:** such as new/widened sidewalks, side paths, curb ramps, audible/ accessible pedestrian signals, crosswalks, median refuge islands, mid-block crossings, pedestrian lighting;
- **Bicycle infrastructure:** such as designated bike lanes, colored bike lanes, protected/ buffered bicycle lanes (cycle tracks), bicycle shares, bicycle parking, wayfinding/ route signage, and bicycle signals, and bicycle boxes;
- **Transit infrastructure:** such as new or modified service, bus stops and shelters, dedicated bus lanes, queue jumps and bus bays;
- **System Management:** including signal phasing, signal timing, detection, peak hour turn restrictions, peak hour parking restrictions, shared parking, access management; and
- **Demand Management:** flexible hours options, transit passes/subsidies, car shares/pooling incentives performance/priority parking.

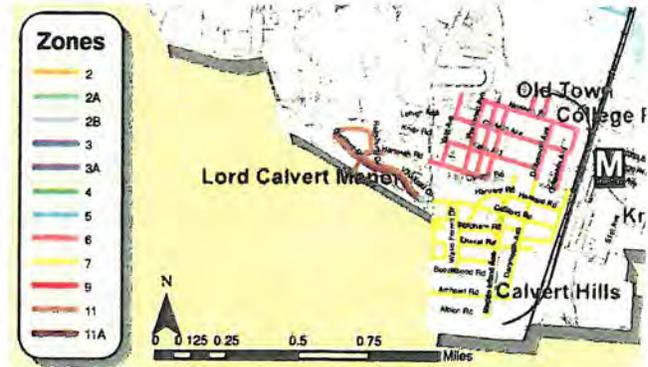


Figure 5: RPP blocks for Old Town College Park

Task 1f, Documentation: We will provide a technical draft and final report including all analysis, figures, graphics, and tables, summary of findings, recommendations to the County for approval. A full technical appendix will be included with supporting traffic count data, photos, concepts plans for traffic mitigation and capacity analysis worksheets. The report will summarize the study locations, trip generation, analysis methodology and findings. We will address subsequent comments received from SHA and the Prince George's County in a point-by-point response and will provide multiple bound copies and an electronic version of the final report. The memorandum will include the following contents:

- Introduction and Summary;
- Proposed Development, including Site Location and Land Use;

³ If needed, the Planning Board may allow developments to mitigate per Section 24124(a)(6) of Prince George's County Code and per CR-29-1994.



- Study Area, which should be defined as appropriate to understand the impacts on the surrounding area of development of the site;
- Existing Conditions Analysis; this includes the background condition analysis that is required by Prince George’s County and the Maryland State Highway Administration
- Site-Generated Traffic
- Total Traffic Analysis;
- Roadway and Intersection Improvements, if required; and
- Recommendations;

Appendices for traffic counts, capacity analyses worksheets (Synchro Reports), and conceptual traffic mitigation plans, if needed.

Task 2, Site Plan and Design Coordination: SWA will work closely with the Architect and Civil Engineer to assist in:

- Site planning/review
- Site access,
- Site circulation,
- Parking configurations (if any),
- Pedestrian access and circulation
- Bike Access and parking
- Delivery loading and/or layby placement.
- Alleys
- ADA compliance for site access and plaza access.
- External site pavement markings and signage (e.g. adjacent crosswalks, wayfinding signage, etc.)

It is anticipated that there will be several meetings between the SWA and the Project Team during this task that are non-concurrent with Task 1. For the purpose of this proposal we are estimating our fee based on four project team meetings.

Task 3, Public Meetings and/or Council

Presentations: We are well-versed in stakeholder identification and managing project steering and advisory committees. Our staff has given presentations to Mayors, Council members, State Delegates and Senators, Directors of Public Works, Planning and Zoning board members, Special Task Forces and environmental resource agency officials. SWA key staffs have conducted dozens of workshops with community groups and civic leaders. In the past several years SWA Key Staff have been involved with dozens of high-profile and public-sensitive projects, from corridor studies, transit planning studies, streetscape projects to traffic calming, development applications and safety studies.



Figure 6: SWA staff presenting in College Park Council Chamber

Each situation requires a different approach and sensibility; accordingly, SWA can either lead and conducting all prep material for a public meeting on traffic, or we support the larger team efforts by

preparing supporting materials and answering questions as they arise from residents, City Council, or other stakeholders.

Project Risk Plan

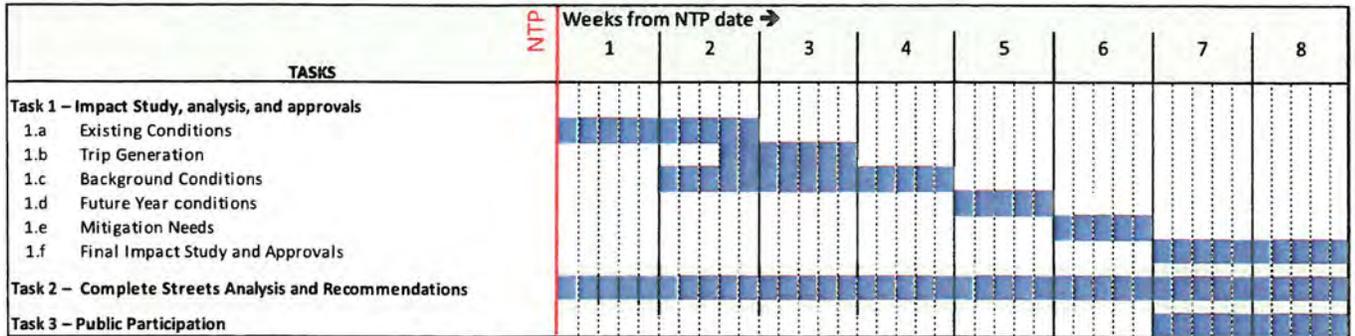
The typical way a permitting process can be delayed is through insufficient scoping at the outset. An example would be when a TIS is submitted to SHA for review, and they request that additional intersections be added *or* additional analysis. The additional analysis that is typically requested by SHA is related to HCM/Synchro/SimTraffic (i.e. beyond just County-required CLV analysis), which we are proposing to conduct for this study, irrespectively. Newly requested intersections, however, would need new traffic counts and analysis; this additional request causes permitting delays. To circumvent this scenario, we propose a pre-scoping meeting with SHA District 3 to get buy in on the scoped intersections needed and overall study area *prior* to our scoping meeting with Prince George’s County, whose traffic impact guidelines we will ultimately follow.





Schedule and Fee

The study will be completed in six to eight weeks, not including the time address to comments from the reviewing agencies. The schedule is for the traffic impact study only; Tasks 2 and 3 are anticipated to occur over a longer time frame. While the schedule is expected to begin with Notice to Proceed, no traffic counts can be conducted unless the Spring or Fall classes are in session at the University and County public schools are in session (slated to begin *after* Labor Day this year).



Note: DPIE approval may be subsequent to the 8-week schedule. Similarly, public meetings may occur well after the traffic impact study has been approved

Figure 1: Task Schedule

The cost to perform the Traffic Impact Study, attend design team meetings, and attend two public meetings will be a **fixed price of \$23,500.00**. Our fully-loaded rate Fee Schedule is as follows:

- Project Manager: \$150/hour
- Traffic Engineer: \$80/hour
- CADD / GIS Technician: \$65/hour
- Traffic Technician: \$50/hour

These are fully-loaded rates; all direct costs or reimbursables are encumbered in these rates. A breakdown of the person-hours for each subtask is shown in the following table.

Table 1: Fee and person-hour schedule

Task	Project Manager	Traffic Engineer/ Planner	CAD/GIS	Traffic Technician
	\$150	\$80	\$65	\$50
Task 1: Impact Study	-	-	-	-
Task 1a: Existing Conditions	4	12	0	64
Task 1b: Background Developments and Infrastructure Improvements	2	8	0	0
Task 1c: Trip Generation	2	8	0	0
Task 1d: Future build-year Conditions	1	8	0	0
Task 1e: Multimodal mitigation	1	8	8	0
Task 1f: Documentation and Report	12	24	20	0
Task 2: Design Assistance and Team Meetings	16	16	24	0
Task 3: Public Meetings	12	24	12	0
<i>Subtotal Hours</i>	50	108	64	64
<i>Subtotal Cost</i>	\$7,500	\$8,640	\$4,160	\$3,200

All rates are fully-loaded (No additional Direct Costs)

Total \$23,500



TO BE SUBMITTED WITH BID

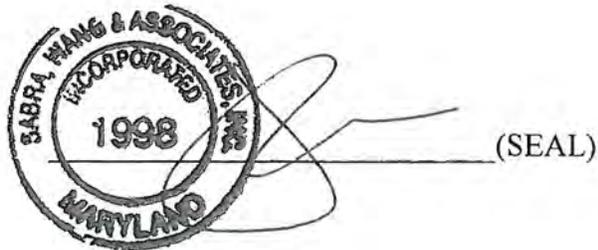
Non-Collusion Affidavit

Ziad Sabra, Ph.D., P.E., PTOE, being duly sworn on oath, deposes and says:

That he/she is the Principal
(Owner, Partner, Title if on behalf of a Corporation)

of Sabra, Wang & Associates, Inc.,
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.



To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the Principal (Title) and duly authorized representative of Sabra, Wang & Associates, Inc. (Name of Business Entity) whose address is 7055 Samuel Morse Dr, Ste 100 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.
7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

none

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of University Park may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I further affirm that the business entity is properly registered to do business in the State of Maryland.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

April 10, 2018

Date

Signature

Ziad Sabra, Ph.D., P.E., PTOE

Printed Name

TO BE SUBMITTED WITH BID

INFORMATION REGARDING THE BIDDER

City of College Park

1 .Name: Sabra, Wang & Associates, Inc. - corporation
Individual/partnership/corporation

Address: 7055 Samuel Morse Drive, Suite 100, Columbia, MD 21046

Phone: 443-741-3500

2. Please provide the following information concerning work that you have done within the last five (5) years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
-----------------------	--------------------	-------------------	-------------------------------------

This information can be found in section II. Firm Experience

3. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

This information can be found in section II. Firm Experience

4. Identify all subcontractors that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

5. Bidders will answer the following questions: (The word "you" refers any individual, partnership, partner and/or corporation and it's officers.)

a. Have you ever failed to complete any work awarded to you? No
If yes, state where and why _____

b. Have you ever been affiliated with some other organization that failed to complete a contract? No
If yes, state name of individual and reason therefore. _____

c. With what other businesses are you affiliated? N/A

d. Please list all persons who will supervise the work under the Contract. _____
Bryon White, P.E., PTOE, Paul Silberman, P.E., PTOE

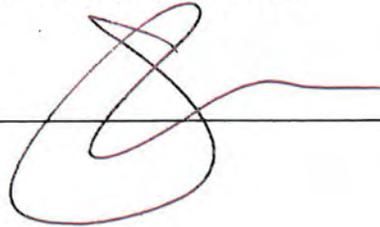
- e. Identify all personnel who will be employed to prosecute the work described in the Contract Documents and list their hourly rate.
This information can be found in section III. Key Staff

Dated this 10th day of April, 2018.

Ziad A. Sabra, Ph.D., P.E., PTOE - Principal
Sabra, Wang & Associates, Inc.

Name of company/individual

By: _____



REQUEST FOR PROPOSAL

RFP-CP-18-06

Traffic Engineering Consulting Services

City Hall Redevelopment

For:



the City of College Park

and for the benefit of



Requested By:



Bid Submission

RFP Issue Date: Monday, March 12, 2018

Proposal Due Date: Friday, April 13, 2018 at 2:00 p.m.

TABLE OF CONTENTS

- 1. Invitation**
- 2. Project Overview**
- 3. Project Schedule**
- 4. Requested Scope of Services**
- 5. Proposal Requirements**
- 6. Evaluation of Proposals**

EXHIBITS:

- A. Project Site Map**
- B. Preliminary Design Concept**

ADVERTISEMENT AND BID REQUIREMENTS

The City of College Park, Maryland (“the City”) requests sealed bid proposals on behalf of the City and the University of Maryland, College Park (“UMD”) from qualified traffic engineers, as specified in this Request for Proposal (“RFP”) and in the exhibits and all other contract documents (the “Contract Documents”).

Three (3) complete sets of bid proposals, plus four thumb drives with the bid proposal in digital format, must be submitted on the specified forms in a sealed envelope containing the Bidder’s name and address, marked “**City Hall Redevelopment**”, **RFP CP-18-06, Traffic Engineer**, and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740 no later than **Friday, April 13, 2018 at 2:00 p.m.**, at which time the sealed bids will be opened and read publicly. Award of a contract will be made by the Mayor and Council of the City of College Park at a regular meeting.

Copies of the Contract Documents may be downloaded from the City’s website at www.collegeparkmd.gov. The RFP package will be listed under the “Government” tab on the homepage, then click “Bids and RFPs”. If you are unable to obtain the Contract Documents from the website, please contact the Finance Department, Monday-Friday 8:00 a.m.-5:00 p.m., at 240-487-3509 and select “Option 1”.

The City is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

The City reserves the right to reject any and all proposals in the best interest of the City.

The Project Manager for this project is Katie Hearn, Senior Vice President, Redgate Real Estate Advisors, LLC, 509 S. Exeter Street, Suite 306, Baltimore, MD 21202, 410-456-5614, Katie.hearn@redgate-re.com. All contact with respect to this RFP must be made through the Project Manager.

1. PROJECT OVERVIEW

The City and UMD intend to redevelop a key block in downtown College Park to include a Class-A City Hall and University office building totaling approximately 85,000 SF with a connecting atrium, first floor retail, and a prominent public plaza ("Project"). A Project site plan is attached as Exhibit A to this RFP. Redgate Real Estate Advisors, LLC has been engaged as the "Project Manager" to assist on this Project. The majority of the parking needs for the Project will be met in an adjoining parking garage owned by the City. The focus of the Project is to redevelop a prominent location with Baltimore Avenue frontage, as well as to demonstrate the cooperation and shared vision of the City and UMD for an improved college-city environment. A survey of the City Hall property and preliminary conceptual design of the Project has been prepared, as well as an analysis of the spatial needs of the City Hall building. These documents represent a starting point for the Project design, and will be further developed.

The vision for College Park City Hall is a Class-A office building that is designed to meet the needs of its specialized public functions. These include:

- Building lobby with service windows and information counter
- City Council chambers with private conference room, state of the art audio-visual equipment, cable television recording studio, dais for nine members, staff area and public seating
- City Department offices
- Public meeting and conference rooms
- Storage and shower facilities.

The design and materials for the building should reflect civic architecture that enhances the City's image and creates a prominent public building in a central downtown location. The adjoining Class-A office space to be owned and operated by UMD will be connected to City Hall and must be compatible with the City Hall building. The ground floor of this office space (all or part) is anticipated to be retail space.

A public plaza or town green shall occupy the Baltimore Avenue frontage and be designed to include:

- Programmable space
- Seating and other street furniture
- Landscaping
- Public art

For a better understanding of the concept and needs for this Project, a preliminary design concept commissioned for this Project from Design Collective, dated May, 2015, is attached as Exhibit B to this RFP. (This exhibit shows a third building along Yale Avenue, to the east portion of the block, which is no longer a part of the proposed Project.) The Project shall be designed and constructed to LEED silver minimum, with a goal of LEED gold.

The selected bidder will be expected to work under the direction and supervision of the Project Manager and in cooperation with a Project architect, environmental engineer and civil engineer. The selected traffic engineering team should be prepared to attend weekly Project meetings for the duration of the Project, and other meetings as required.

2. PROJECT SCHEDULE

The selected bidder should be prepared to begin work immediately upon award and approval of a contract. The Project schedule will be determined between the parties and the development team at the time of contract once the contract is awarded and approved. Any request for adjustments to the identified Project schedule shall be made through the Project Manager when the selected bidder becomes aware of anticipated delays. Provisions for liquidated damages for failure to comply with the Contract Time are set forth in the General Provisions. Time is of the essence to this Contract.

3. INTERPRETATIONS/QUESTIONS

All questions about the meanings or intent, discrepancies or omissions of the Contract Documents shall be submitted in writing to the Project Manager by Friday, March 23, 2018 at 3:00 p.m. The Project Manager will issue an addendum to the RFP with the questions and answers on or before March 30, 2018. Any addenda will be posted to the City's website. It shall be the responsibility of the Bidder to ascertain whether any addenda have been issued by checking the City's website. Bidder must acknowledge the receipt (or "None" if applicable) of any addenda on their Bid Proposal Form. No questions will be accepted after the March 23, 2018 deadline. Upon award of the bid, all questions concerning progress of the work shall be directed to the Project Manager.

4. SCOPE OF SERVICES

The scope of services to be performed by the Traffic Engineer, who will act as an independent contractor, follows:

Site Permitting

- a. Provide all required regulatory submissions, notices, and permit applications. Regulatory submission to include traffic impact and access study (TIAS), and any other traffic engineering studies, reports, or submissions that may be required for this development.
- b. Attend all public meeting and hearings, provide all necessary presentation materials and coordinate responses to public comments.

Design

- c. Site Plan Design Assistance
 - i. Assume design coordination with City and development team to assist with site access, parking, loading, and circulation design.
- d. Conceptual Building Access and Loading:
 - i. Assist throughout Schematic Design and Design Documents of each building with respect to access, parking, design, and loading.

Regulatory Agencies

- e. Comply in all permitting and design work with requirements from the Transportation Section, Maryland-National Capital Park and Planning Commission and the Maryland Department of Transportation, and the Maryland State Highway Administration

5.PROPOSAL REQUIREMENTS

The Proposal must include the following:

5.1 Executive Summary

- a. Provide a summary identifying your understanding of the Project scope and important aspects of this Project.

5.2 Firm Qualifications:

- a. Describe specific project experience related to projects of similar size, scope, type, and project team.
- b. Provide a brief summary of your firm's experience on similar projects, in particular within Prince George's County, within the last seven years.
- c. Provide three references for relevant projects including company name, address, contact name, telephone number, and description of project.

5.3 Proposed Project Team:

- a. Provide a staffing plan identifying all key principals and staff from your firm whom you intend to assign to this Project and include their profiles indicating relevant experience.
- b. Confirm availability of the project team to start immediately and identify major projects that your proposed project team is expected to be involved in through the duration of the project. Note that any future change in key personnel will require approval in advance by the City, UMD and the Project Manager.
- c. Provide a schedule of hourly rates for the proposed personnel, which will remain in effect for the duration of the Project.

5.4 Project Approach:

- a. Describe how your firm would approach completing the tasks and goals identified in this RFP based on your firm's expertise and experience with similar projects.
- b. Describe your approach to identification and management of risks influencing on-time/on-budget completion.

5.5 General Conditions and Fees:

- a. Provide your fee proposal for the required services as a not to exceed fee.
- b. Provide hourly billing rates to be used for both base fee invoicing and additional services should they be approved.
- c. Include a list of reimbursable expenses and an estimate of the total amount anticipated.

6. Proposal Submission Instructions:

Three (3) complete sets of the bid proposal forms plus four thumb drives with the bid proposal in digital format must be included in a sealed envelope containing the Bidder's name and address, marked "**City Hall Redevelopment**", **RFP CP-18-06, Traffic Engineer**, and submitted to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740 no later than **Friday, April 13, 2018 at 2:00 p.m.**, at which time they will be publicly opened and read.

Documents to be submitted with the Proposal include:

- Information About the Bidder form
- Non-Collusion Affidavit
- Affidavit With Respect To Non-Conviction, Non-Suspension And False Pretenses
- Tentative Schedule

A bidder may submit only one bid proposal. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been granted by the City.

No bidder may withdraw his bid within 120 days after the opening thereof. Negligence on the part of the Bidder in preparing the Bid confers no right to the withdrawal of the Bid after it has been opened.

By submitting a proposal, the bidder agrees and warrants that it fully understands the Project requirements. Errors in preparation of the proposal will not relieve the bidder from the terms thereof. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if the proposal is accepted.

The City reserves the right to amend or cancel the RFP at any time at its sole discretion before the execution of a contract with the selected bidder. In the event the RFP is withdrawn or cancelled, neither the City nor UMD shall be liable to any bidder for the costs incurred in connection with the RFP or the preparation of the bidder's response.

7. EVALUATION OF PROPOSALS

Evaluation of proposals will be based on criteria at the City and UMD's sole discretion, but will broadly be based on overall best value with respect to the following criteria (in no particular order).

- Experience completing similar projects with respect to both scope and size
- Project team credentials, availability, and ability to work with current team members
- Ability to meet both budget and schedule and provide high quality work
- Consultant Fee
- References

Interview Format: The City, UMD and the Project Manager may determine a short list of Traffic Engineering consultant firms for interviews, upon review of the Proposals submitted.

8. AWARD OF CONTRACT

The Contract will be awarded by the Mayor and Council of the City of College Park. In determining which proposal is best, the City will take into consideration, among other things, the bid price, and the experience, qualifications, references, responsibility and currently available facilities of the Bidder to perform the work. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

Except where the City exercises the right reserved herein to reject any or all proposals, the Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City.

The City reserves the right to cancel the award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

9. EXECUTION OF THE CONTRACT

The Bidder to whom the Contract has been awarded must execute a Contract substantially similar to the one attached within 15 business days after the award and submit such other documents as required by the Contract Documents, including a current insurance certificate listing the City, UMD, and their respective officials, officers, employees, contractors and agents (the "Indemnified Parties") as additional insureds for the duration of this Project. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the Bidder to whom the award is made shall fail to execute the Contract and performance bond hereto attached, and as herein provided, the award may be annulled and the Contract awarded to the second lowest responsive and responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the City may reject all of the bids, as its interest may require.

10. DISCLAIMER:

The RFP, including the documents incorporated and/or referenced in the RFP, have been prepared to solicit proposals, and are not contract offers. The only document that will be binding on the City is the contract, if any, duly executed by the City and the selected Traffic Engineering consultant. No proposal shall be construed as creating any contractual relationship between the City and any party responding to this RFP.

Nothing contained in this RFP in writing or implied by the selection process shall create any obligation on the part of the City, UMD and/or the Project Manager to select any Traffic Engineering consultant for the services described herein. The City and UMD reserve the right at their sole discretion to select any Traffic Engineering consultant, to decide not to select a Traffic Engineering consultant or proceed with the Project, or to otherwise modify their approach to the assignment.

11. REPRESENTATIONS BY BIDDER

In submitting a bid, the Bidder certifies that the Bidder:

- a. Currently complies with the conditions of §69-6 "Equal Benefits" of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
- b. Will comply with the conditions of §69-6 at time of contract award; or
- c. Is not required to comply with the conditions of §69-6 because of allowable exemption; and
- d. Does not discriminate on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, physical characteristic or other unlawful basis of discrimination.

12. INSURANCE AND INDEMNIFICATION

The selected Contractor will purchase from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in Maryland, and maintain during the entire term of the contract, comprehensive general liability insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Contractor will name the City, UMD and the Indemnified Parties as additional insureds, with the exception of the workers compensation and errors and omissions insurance, and will provide an additional insured endorsement ISO CG 20 10 and CG 20 37 or their equivalents.

a. Commercial General Liability ("CGL"): Coverage for general liability claims arising from operations of the Contractor, subcontractors and suppliers, with terms and conditions of the CGL coverage to be provided through the use of ISO Coverage Form CG-00-01-1001 or its equivalent, and shall include at minimum the following:

- 1. \$2,000,000 Per Occurrence Limit;
- 2. \$4,000,000 General Aggregate Limit;
- 3. \$4,000,000 Products/Completed Operations Limit;
- 4. As Additional Insureds, the City, UMD and the Indemnified Parties shall have coverage for liability arising out of the Contractors' ongoing and completed operations performed for the City;
- 5. Waiver of Subrogation in favor of the City and UMD;
- 6. Policy to be primary and noncontributory as respects the coverage afforded the City and UMD;
- 7. Not used.
- 8. No exclusion for third party action over claims;
- 9. No exclusion for punitive damages;
- 10. Blanket Written Contractual Liability covering all Indemnity;
- 11. CGL coverage written on an occurrence form;

b. Automobile Liability: Coverage for third party legal liability claims arising from bodily injury and/or damage to the property of others from the ownership, maintenance or use of any motor vehicle, both on-site and off-site. Coverage shall include all owned, hired and non-owned vehicles for claims arising out of their use or operation. The minimum limits of such coverage shall be:

1. \$1,000,000 Combined Single Limit;
2. Coverage shall provide a Waiver of Subrogation in favor of the City and UMD;

c. Excess Liability / Umbrella Liability: Coverage for third party legal liability claims against the Contractor that exceed the per occurrence or general aggregate of these underlying policies: General Liability, Employers Liability, Errors and Omissions and Automobile Liability. The minimum limits for such coverage are assigned below, based on the value of the specific agreement under which the Contractor is employed by the City:

<u>Contract Value</u>	<u>Excess / Umbrella Limit Less</u>
\$10,000,001 to \$25,000,000	\$10,000,000 per Occurrence

1. Waiver of Subrogation in favor of the City and UMD;
2. Policy to be primary and noncontributory as respects the coverage afforded the City and UMD.

d. Workers' Compensation: Coverage for claims arising from Workers' Compensation statutes or other Employers Liability or third party legal liability claims arising from bodily injury, disease, or death of Contractor's employees. Contractor shall provide Workers' Compensation coverage for all employees and require their subcontractors to provide Workers' Compensation in accordance with statutory requirements of the jurisdiction in which the work is being performed. Waiver of Subrogation in favor of the City and UMD is required for Part B: Employers Liability. The minimum limits of such coverage shall be:

1. Part A: Statutory
2. Part B: Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease, Each Employee
 - \$1,000,000 Disease, Policy Limit

e. Professional Errors and Omissions Insurance. The Contractor shall maintain a policy with limits of not less than \$2,000,000 each occurrence/aggregate, to include cyber liability/data breach coverage.

These provisions apply to all delivery methods (e.g. General Contracting, Construction Management at Risk and Design-Build) except as noted herein.

A policy which allows the costs associated with investigating, management or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable.

The selected Contractor shall be responsible for the maintenance of this insurance, whether the work is performed directly by the Contractor; by any subcontractor; by any person employed by the Contractor or any subcontractor; or by anyone for whose acts the Contractor may be liable.

The selected Contractor will covenant to maintain insurance, in these amounts, which will insure all activities undertaken by Contractor on behalf of the City and UMD under this Contract. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any work. Required insurance policies shall be endorsed to provide sixty (60) days prior written notice by certified mail of any material change, cancellation or non-renewal to the City and UMD.

Updated certificates shall be furnished at least annually and upon renewal of policies. Certificates shall cite the contract number and Project title and location. The City or UMD may, upon written request, demand full certified copies of the insurance policies required under this contract. The required coverage shall be maintained until final completion of the Project as evidenced by final payment to the Contractor.

Provision of any required insurance required does not relieve the selected Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal and/or State government as provided by law.

The Selected Contractor shall also furnish to the City a Certificate of Insurance and additional insured endorsement in like amounts for any approved sub-contractor prior to commencement of work in the City.

The required insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-VII" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Coverage will be primary and noncontributory with any other insurance and self-insurance.

The Selected Contractor shall indemnify and save harmless the City and UMD and the Indemnified Parties from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by actions or omissions on the part of the Selected Contractor, its agents, servants and employees, or to other causes.

A rider or riders to the Public Liability and/or Property Damage Insurance policy or policies is required to cover any special hazards which may develop in the course of the work with such companies and in such amounts as may be approved by the City.

The City's review, approval or both of any documents provided or service performed by the Selected Contractor, its subcontractors or anyone for whom they may be responsible will not relieve the Selected Contractor of its responsibilities under the Contract or under applicable law, and the selected Contractor specifically waives any right to assert a claim against the City because of the

City's review, approval or both of any documents provided or services performed by the Selected Contractor, its subcontractors or anyone for whom they may be responsible.

TO BE SUBMITTED WITH BID

Non-Collusion Affidavit

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____,

(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.

(SEAL)

To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.
7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of University Park may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I further affirm that the business entity is properly registered to do business in the State of Maryland.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

Date

Signature

Printed Name

TO BE SUBMITTED WITH BID

INFORMATION REGARDING THE BIDDER

City of College Park

1 .Name: _____
Individual/partnership/corporation

Address: _____

Phone: _____

2. Please provide the following information concerning work that you have done within the last five (5) years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
-----------------------	--------------------	-------------------	-------------------------------------

3. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

4. Identify all subcontractors that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

5. Bidders will answer the following questions: (The word "you" refers any individual, partnership, partner and/or corporation and it's officers.)

a. Have you ever failed to complete any work awarded to you? _____

If yes, state where and why _____

b. Have you ever been affiliated with some other organization that failed to complete a contract? _____

If yes, state name of individual and reason therefore. _____

c. With what other businesses are you affiliated? _____

d. Please list all persons who will supervise the work under the Contract. _____

- e. Identify all personnel who will be employed to prosecute the work described in the Contract Documents and list their hourly rate.

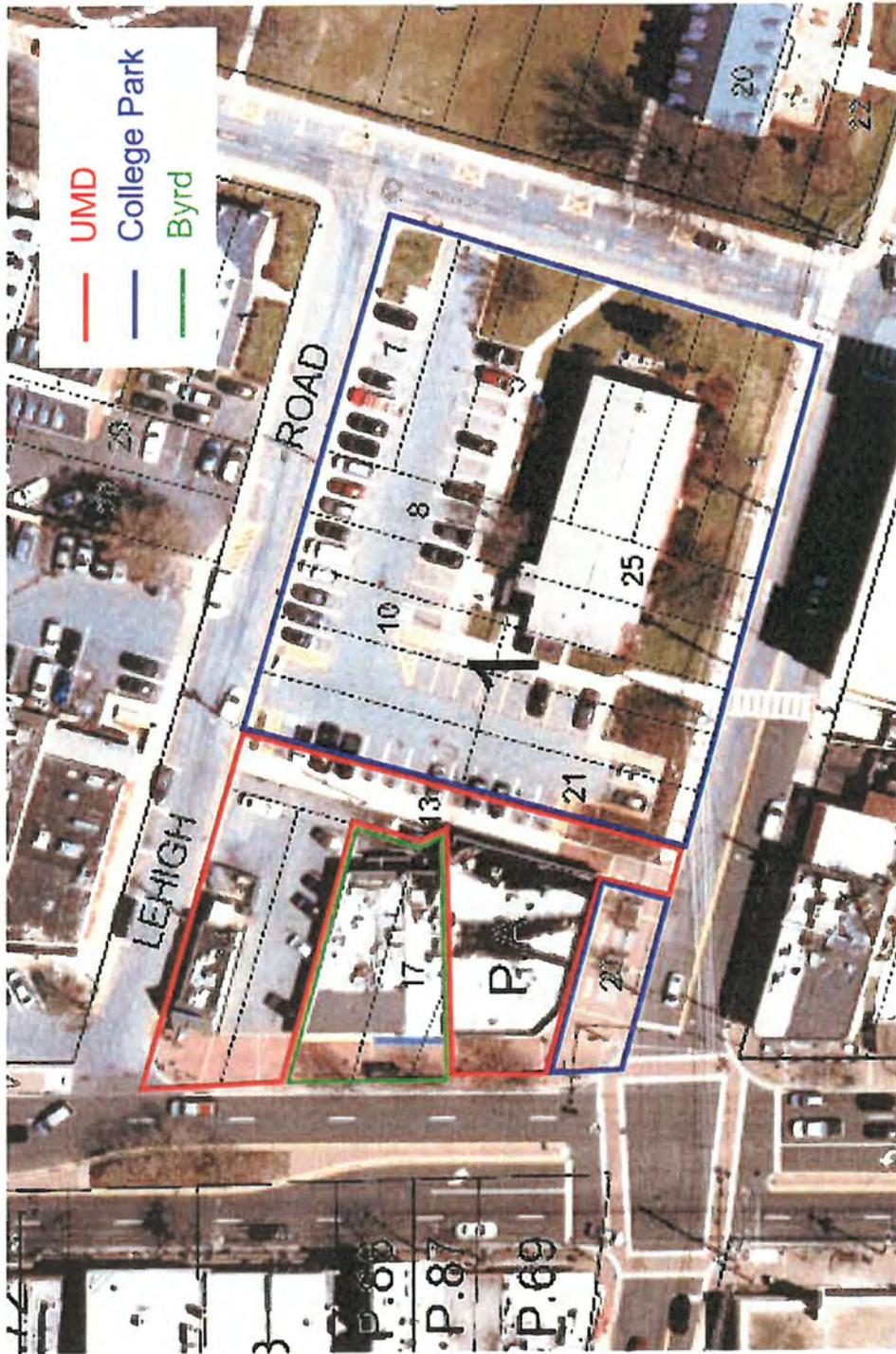
Dated this _____ day of _____, 2018.

Name of company/individual

By: _____

EXHIBIT A

PROJECT SITE MAP



tabbles

EXHIBIT

 A

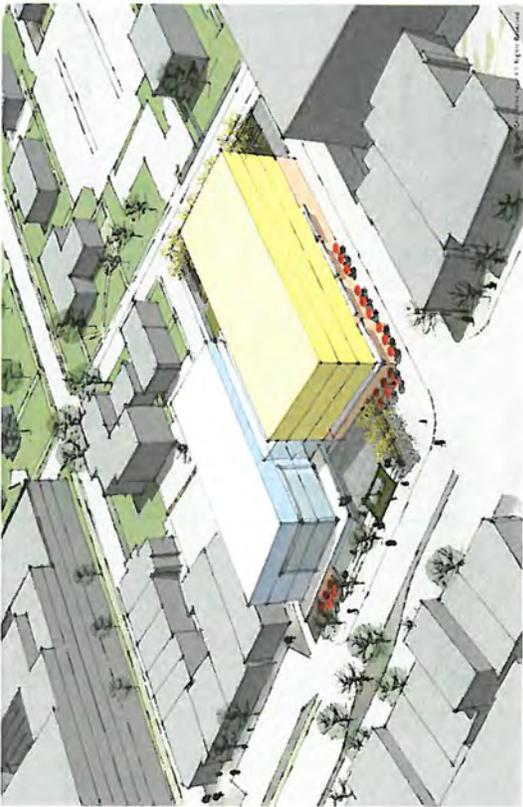
EXHIBIT B

PRELIMINARY DESIGN CONCEPT

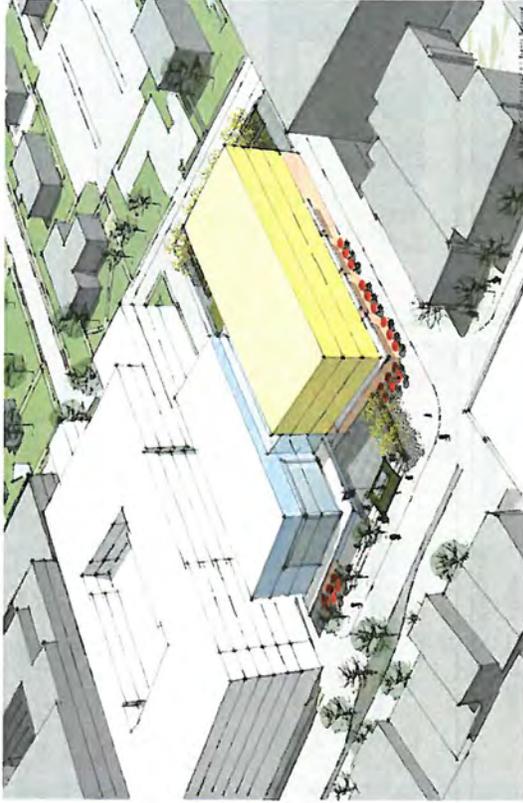


MAY, 2015

DESIGN COLLECTIVE



CURRENT CONTEXT



FUTURE CONTEXT



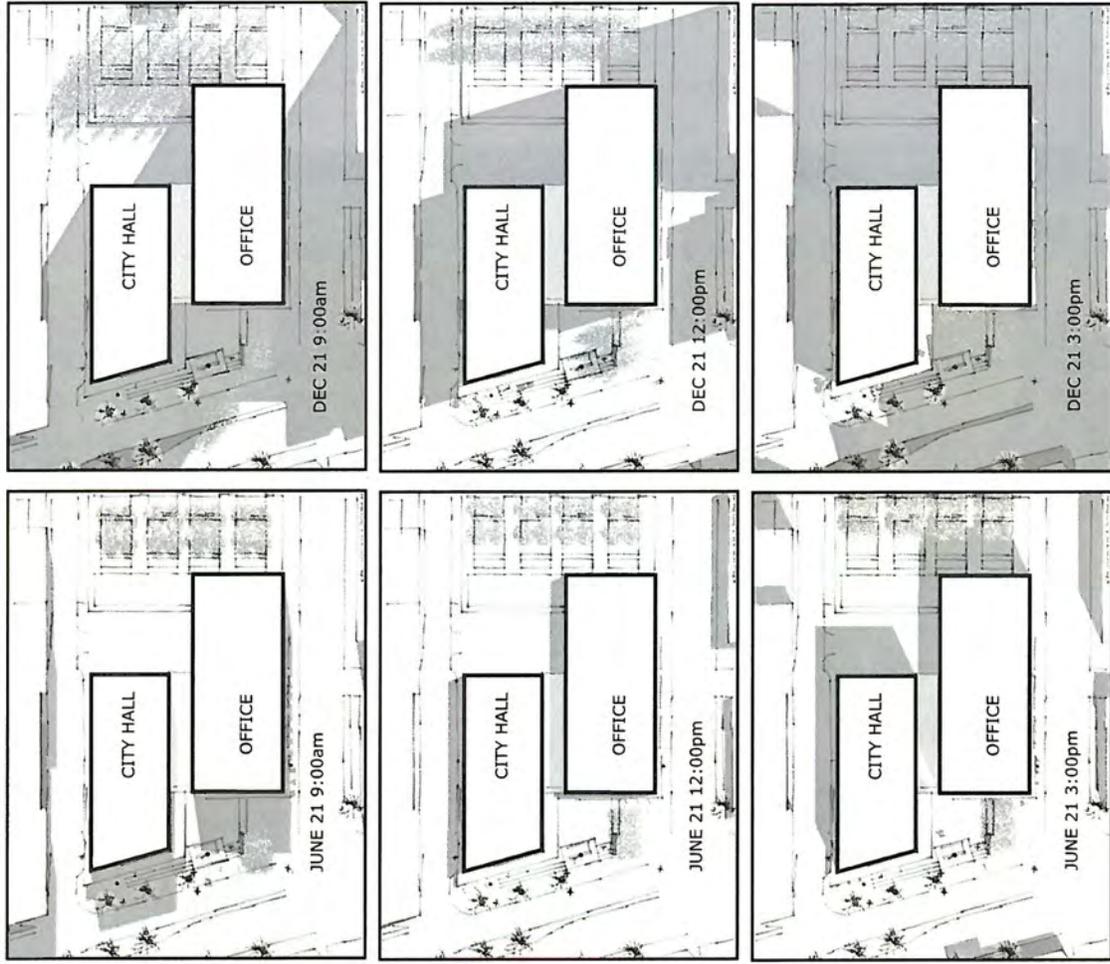
VIEW FROM NORTH APPROACH, BALT. AVE.



VIEW FROM SOUTH APPROACH, BALT. AVE.

OPTION 2

Mixed uses in one building- City Hall and Univ. Office.
 Uses share a central circulation link and both have
 presence on Route 1.
 Plaza at Baltimore Ave. & Knox.



ALL WORK © DESIGN COLLECTIVE, INC



OPTION 2

Mixed uses in one building- City Hall and Univ. Office.
 Uses share a central circulation link and both have presence on Route 1.
 Plaza at Baltimore Ave. & Knox.

DESIGN COLLECTIVE

MAY, 2015

CITY HALL
 COLLEGE PARK, MD

RFP CP-18-06
Traffic Engineering Consulting Services
Addendum #1
March 30, 2018

Question: Can you please elaborate on the specific permits that may be required as part of “Site Permitting” versus those required as part of “Regulatory Agencies. Typically, the traffic engineer will complete all submissions required as part of the Traffic Impact portion of the project and supports the civil engineer in design. Item ‘a’ under “Site Permitting” specifically states “Provide all required regulatory submissions, notices, and permit applications.” In our experience, the traffic engineer usually only assists with access permits through the state or county.

Answer: The traffic engineer will not be expected to provide site permits.

Question: Please clarify that information contained on Page 16 “Information Regarding the Bidder” should be considered more of a checklist that should be included as part of the “Firm Qualifications” section. Or is it desired that both pieces of information be included?

Answer: Both pieces of information must be included in your response.

Question: Is there an established page limit?

Answer: No.

Question: Has the traffic study area or number of intersections to be analyzed been identified or approved by M-NCPPC?

Answer: No, not yet.

Question: Is data collection included in the scope?

Answer: Yes.

Question: RFP Page 6, Proposal Requirements Section 5.2b requires experience within the last 7 years, Page 16 requires 5, which is correct?

Answer: 5 years is sufficient.

Question: What is the anticipated project schedule/duration?

Answer: We will engage the project consultants immediately upon selection, and the schedule will be prepared with input from the development and consulting teams.

Question: From our research, it appears the site will need to go through the subdivision process, which will require a full APFO traffic study – has the development team requested a scope for that study from MNCPPC? If not, this will be one of the first tasks, but more importantly, the time delay will make it difficult to complete the data collection process before Spring 2018 classes are over at UMD – typically this results in data collection delays until fall – has this been factored into the project schedule?

Answer: The Owner has not requested a scope of the APFO traffic study. Fall 2018 will be acceptable for the performance of the traffic study.

Question: Has there been any conversations / meetings with MSHA, MNCPPC Transportation Planning staff that could provide guidance as to their requirements or concerns for this project?

Answer: One introductory meeting with MNCPPC was held in late 2017. An intake questionnaire has not yet been submitted to formally begin the Mandatory Referral process.

Question: Do you have a land use attorney on board?

Answer: Yes. Suellen Ferguson of Council Baradel.

Question: The RFP notes that the traffic engineer will be required to attend weekly project meetings, which is fine, but do you have an estimate of the schedule duration?

Answer: We do not yet have this estimate, but the traffic engineer will not be required to attend all meetings.

Question: Can you please provide a percentage breakdown of the award criteria?

Answer: There is no percentage breakdown of the award criteria.

Question: Is the bid price a significant consideration?

Answer: The bid price will be one of several considerations.

Question: What is the project duration? We are expected to attend weekly project meetings and would like to know the approximate number to budget.

Answer: We will engage the project consultants immediately upon selection, and the schedule will be prepared with input from the development and consulting teams.

Question: In addition to the weekly project meetings, how many public hearings are anticipated for budgeting?

Answer: We do not know the number of public meetings and hearings that will be held for this project, so please base your bid price on the number typically required for a project of this size and complexity.

Question: For the Site Design and Schematic Design assistance, what is the expectation of the Traffic Engineer? Just trying to get an idea of the amount of effort. Is it 10% or 25% of the total effort for this RFP?

Answer: We do not know at this point.

Question: Will there be a liquidated damages provision in the Contract?

Answer: No, there will be no liquidated damages provision.