

GENERAL SCOPE OF SERVICES

Contract BC 1183, Task No. 8 Roland Avenue Cycle Track Evaluation

This task assignment is to complete an evaluation of the recently completed cycle track for the Roland Avenue corridor from Cold Spring Lane to Northern Parkway, a distance of approximately one mile.

TASK I – DATA COLLECTION

Subtask I-A – Turning Movement Counts

Turning movement counts will be completed at the following four Roland Avenue intersections:

1. Northern Parkway
2. Deepdene Road
3. Wyndhurst Avenue
4. Cold Spring Lane

Intersection turning movement count data will be collected by Daniel Consultants, Inc. (DCI) per their attached scope of services.

Subtask I-B – Bicycle Counts

Bicycle counts will be completed at the following five locations on Roland Avenue:

1. Between Kenwood Avenue and Oakdale Road
2. South of Elmhurst Road
3. North of St. Johns Road
4. North of Roland Park Elementary School
5. South of Deepdene Road

Bicycle count data will be collected by DCI per their attached scope of services.

Subtask I-C – Speed Studies

Speed studies will be conducted at the following four locations on Roland Avenue:

1. Between Kenwood Avenue and Oakdale Road
2. South of Elmhurst Road
3. North of St. Johns Road
4. North of Roland Park Elementary School

Speed data will be collected by DCI per their attached scope of services

Subtask I-D – Field Observations

McCormick Taylor will conduct field observations of corridor operations at various times and locations. Photographs and documentation of observations will be completed. Observations will include all corridor users (vehicles, bicycles, pedestrians) and various corridor operations (parking maneuvers, queues, compliance with signing and markings, intersection conflicts.)

At the request of the Department of Transportation, specific observations of parking compliance will be completed within the corridor. Observations will be completed in areas both with and without flexible post delineators, in areas of varying parking width, and will include vehicle position with the parking area and general compliance with overall parking pavement markings.

Subtask I-E –Documentation

At the completion of Task I, McCormick Taylor will prepare a brief interim technical memorandum summarizing the data collected in Subtasks A through D. The documentation will include graphic representation of data developed as appropriate in coordination with DOT and in a format suitable for use in subsequent public meetings.

At the completion of the public involvement process (Task II below), McCormick Taylor will incorporate input received at the public meetings and address any comments on the interim technical memorandum to prepare a final comprehensive project memorandum.

Subtask I-F – DOT Coordination Meetings

McCormick Taylor will prepare materials for, attend, and document up to four (4) meetings with Baltimore City DOT-Traffic. It is anticipated that one meeting will be held with community stakeholders and additional meetings to coordinate project activities and present study findings.

Task II – Public Involvement

Subtask II-A – Community Association Coordination

McCormick Taylor will provide support to DOT in coordination with the Roland Park Civic League (RPCL). This may include coordination of project activities and compiling comments on the evaluation process.

Subtask II-B – Intercept Surveys

Based on demographic data provided by the DOT, McCormick Taylor will develop two survey candidate lists based on the statistically significant number of survey responses needed (to be determined by McCormick Taylor). One list will include a random number of survey candidates with frontage on Roland Avenue, the other a random number of survey candidates in the greater Roland Park Neighborhood.

McCormick Taylor will assist the DOT in developing two intercept surveys, including one survey for bicyclists, pedestrians, and motorists, the other for residents and business owners in the corridor. McCormick Taylor's efforts will be limited to working with DOT to develop survey questions and implementation methodologies; McCormick Taylor will not be responsible for scheduling, staffing, or conducting the actual surveys.

Following completion of the field survey by others, McCormick Taylor will compile the information obtained from the surveys and prepare summary tables and documentation as appropriate. Data from the surveys will be incorporated into the documentation prepared in Subtask I-E and the public meeting materials.

Subtask II-C – Public Meetings

McCormick Taylor will prepare materials for, attend, and document up to three (3) public meetings with RPCL at their regularly scheduled meeting times or special meetings organized by RPCL or DOT. McCormick Taylor will not be responsible for selecting or preparing the meeting facility.

It is anticipated that McCormick Taylor staff will attend one meeting in the spring of 2016 to be introduced by DOT to the RPCL as the firm collecting the project data. Aside from attendance, McCormick Taylor will not prepare or present any material at this meeting.

At two subsequent meetings, McCormick Taylor will present interim and final study findings and develop tools to solicit community input on the study. Following each of the two meetings, McCormick Taylor will review and document the data collected at the meeting.

Project Schedule

Immediately upon receipt of Notice to Proceed, McCormick Taylor will coordinate with DOT to develop a data collection schedule. Most of the data collection is anticipated to take place in the fall of 2016 once schools resume normal sessions. It is anticipated that the summary documentation will be submitted within one (1) month of completion of the data collection subtasks.

Activities related to Task II will be completed based on the schedule developed in coordination with DOT and the community groups.



DANIEL CONSULTANTS, INCORPORATED

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August 11, 2016

Matthew Sosnowski, PE, PTOE
McCormick Taylor, Inc.
509 South Exeter Street
Baltimore, MD 21202

Re: Baltimore City Contract #1183 – On-Call Traffic Engineering Services
Task No. 7 – Roland Avenue Cycle Track Evaluation

Dear Mr. Sosnowski,

Daniel Consultants, Inc. (DCI) is pleased to submit our scope of services and fee proposal to perform traffic data collection services for the 1-mile segment along Roland Avenue corridor from Cold Spring Lane to Northern Parkway. DCI will provide the following services.

SCOPE OF SERVICES

Work Item 1 – Turning Movement Counts

DCI will conduct turning movement counts at Roland Avenue for the following four intersections using Miovision video camera equipment:

1. Northern Parkway
2. Deepdene Road
3. Wyndhurst Avenue
4. Cold Spring Lane

DCI will conduct a 13-hour turning movement count (including trucks and bicycles) 6:00 AM to 7:00 PM on a typical weekday (Tuesday, Wednesday or Thursday) and processed them manually from the video files. Video data will be provided to Baltimore City DOT as well. Counts will include separate tabulation of trucks and bicycles while schools are in session and generally under normal daily schedules.

Work Item 2 – Bicycle Counts

DCI will perform bicycle counts along Roland Avenue at the following locations using Miovision video camera equipment:

1. Between Kenwood Avenue and Oakdale Road
2. South of Elmhurst Road
3. North of St. Johns Road
4. North Roland Park Elementary School
5. South of Deepdene Road

Bicycle count data will be collected by DCI using Miovision cameras with the video files provided to Baltimore City DOT. With the exception of location 5, data will be collected and processed for a Saturday between 10 AM and 3 PM. Location 5 data will be collected and processed manually for a Monday, Tuesday or Wednesday between 6 AM and 10 AM and between 3 PM and 7 PM. Counts will be tabulated by direction of travel and location of the bicycle (in the marked bicycle lane or in the vehicular travel lane.)

Work Item 3 – Speed Studies

Speed studies will be conducted at the following locations along Roland Avenue:

1. Between Kenwood Avenue and Oakdale Road
2. South of Elmhurst Road
3. North of St. Johns Road
4. North Roland Park Elementary School

DCI will collect speed data using machine counters and roadway tubes. The data collection configuration will be such that only free-flow speeds are collected (i.e. speed of the lead vehicle in the platoon). Speed data will be collected in both directions of travel between the hours of 9 AM and 4 PM on a typical weekday (Tuesday, Wednesday or Thursday) and generally under normal daily schedules.

Work Item 4 – DOT Coordination Meetings

DCI will attend and document any meetings with Baltimore City DOT personnel. DCI will also perform internal quality control reviews before any submissions are made to McCormick Taylor.

COST

The fee for the project has been prepared with our approved overhead rate and is presented in the attached spreadsheet. We appreciate the opportunity to work with McCormick Taylor on this task.

Sincerely,

A handwritten signature in blue ink, appearing to read "Subin Daniel".

Subin Daniel, PE
Principal