

City Council of Hyattsville, Maryland

AGENDA

City Council Special Meeting

Wednesday, April 26, 2017

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Edouard Haba, Council President, Ward 4](#)

[Bart Lawrence, Council Vice President, Ward 1](#)

[Kevin Ward, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Patrick A. Paschall, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Paula J. Perry, Ward 4](#)

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/councilagendas.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of the Agenda**
4. **Public Comment (8:10 p.m. - 8:20 p.m.) Limit 2 minutes per speaker**
5. **Presentations (8:20 p.m. - 8:25 p.m.)**
 - 5.a) **FY-2018 Five Year Forecast (15 minutes)**

Motion #: Presentation Only
Sponsor(s): At the request of the City Administrator
6. **Action Items (8:25 p.m. - 9:15 p.m.)**
 - 6.a) **FY-18 Council Budget Amendment: Hy-Swap Sponsorship (10 minutes)**

I move that the Mayor and Council budget \$1,000 to continue City sponsorship and support of two Hy-Swap community events, one to take place in Fall 2017 and one to take place in Spring 2018.
Motion #: 169-04-FY17
Sponsor(s): Paschall
[HY-Swap Info Sheet 20170131.docx](#)
 - 6.b) **FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Hyattsville Welcome Packet (10 minutes)**

I move that Mayor and Council amend the Hyattsville FY18 budget to include \$14,000.00 for the HWRAC publication and distribution of a Hyattsville Welcome Packet.
Motion #: 170-04-FY18
Sponsor(s): Solomon, Ward, Perry
 - 6.c) **FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Health Impacts of Climate Change Seminars (10 minutes)**

I move that the Mayor and Council amend the proposed FY18 budget to include \$2,000 to be used to support the HWRAC Committee Health Impacts of Climate Change Seminars.
Motion #: 171-04-FY17
Sponsor(s): Solomon, Ward, Perry
 - 6.d) **Acceptance of Request for Proposal Selection for City-Wide Traffic Study (10 minutes)**

I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Toole Design Group, in an amount not to exceed \$250,000.00, for the purposes of conducting a City Wide Transportation Study, upon review and approval by the City Attorney for legal sufficiency.
Motion #: 172-04-FY17
Sponsor(s): At the Request of the City Administrator
[Memo - Comprehensive Traffic Study Scope of Work.docx](#)

6.e) Phase 2 - MD500 Lighting Expenditure (10 minutes)

I move that the Mayor and City Council authorize the City Administrator to execute a Memorandum of Understanding with the Maryland State Highway Administration, to authorize an expenditure in an amount not to exceed \$145,000.00, for the shared costs of the pedestrian lighting on the Phase 2 Safety and Enhancement Project on Queens Chapel Road, upon review and approval by the City Attorney for legal sufficiency.

Motion #: 173-04-FY17

Sponsor(s): At the Request of the City Administrator

[REV MD 500 Lighting Memo Phase2 Hyattsville 2017-0328.pdf](#)

[PedestrianLightingPolicy 09 09 2008 \(1\).pdf](#)

[MOU #5 MD500 Hyattsville \(002\) 10-3-2016.docx](#)

[MD 500 REV FR LightingCost Breakout 2017-0313 with Contingency.pdf](#)

[EX_pLT-P001 MD500EXT.PDF](#)

[Decorative Pedestrian Light Pole Details.pdf](#)

7. Discussion Items (9:15 p.m. - 10:05 p.m.)

7.a) Facility Planning Update (30 minutes)

Motion #: Discussion Only, Scheduled for Action on 5/1/17

Sponsor(s): At the Request of the City Administrator

7.b) Enterprise Resource Planning (ERP) System Procurement (20 minutes)

Motion #: Discussion Only, Scheduled for Action on 5/1/17

Sponsor(s): At the Request of the City Administrator

[Memo - ERP System - Final.pdf](#)

[RFP# CED06092016 ERP Solution Posted.pdf](#)

[ERP Amendment 1 - Questions and Answers Final.pdf](#)

8. Council Dialogue (10:05 p.m. -10:15 p.m.)

9. Community Notices and Meetings

9.a) City Calendar: April 27 - May 2, 2017

Motion #: N/A

Sponsor(s): At the Request of the City Administrator

[Main City Calendar April 27 -May 2 2017.pdf](#)

10. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Budget

Agenda Section: Presentations (8:20 p.m. - 8:25 p.m.)

SUBJECT

FY-2018 Five Year Forecast (15 minutes)

Motion #

Presentation Only

Recommendation:

Sponsor(s):

At the request of the City Administrator

ATTACHMENTS

Summary Background:

The City Administrator per section C5-5 of the City Charter and Code shall submit a proposed 5-year forecast for the operating budget and capital improvement budget.

Next Steps:

File with the City Council and City Clerk.

Fiscal Impact:

The proposed 5-year forecast operating budget and capital improvement expenditures should be within projected revenues and fund balances.

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Patrick Paschall, W3

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Action Items (8:25 p.m. - 9:15 p.m.)

SUBJECT

FY-18 Council Budget Amendment: Hy-Swap Sponsorship (10 minutes)

Motion

169-04-FY17

Recommendation:

I move that the Mayor and Council budget \$1,000 to continue City sponsorship and support of two Hy-Swap community events, one to take place in Fall 2017 and one to take place in Spring 2018.

Sponsor(s):

Paschall

ATTACHMENTS

[HY-Swap Info Sheet 20170131.docx](#)

Summary Background:

This is a request for \$1,000 for the City of Hyattsville to sponsor the Fall 2017 and Spring 2018 HY-Swap event. HY-Swap is a free exchange of infant, children's and maternity clothing, gear, and toys, organized by local volunteers dedicated to sharing and circulating items in good condition within the community, providing savings for local families and reducing waste.

HY-Swap has evolved and grown from a wild idea to a Hyattsville tradition, that has so far supported sharing and re-use of thousands of items. The core group of volunteers have a keen eye toward sustainability so that it will continue as a unique institution that represents the spirit of community sharing and re-use, characteristics central to the Hyattsville ethos.

The following update for the Spring 2017 Hy-Swap comes from the event organizers:

"Overall, we served 280 families, a significant increase from 202 last fall. We also increased the number of volunteers to 56. In all, we processed 1,010 cubic feet of clothing, toys, and gear (calculated from our UHaul capacity!).

About 80% of the families that "shopped the swap," were from Hyattsville, the remaining 20% from surrounding communities like Adelphi, Riverdale, University Park, Brentwood and Mount Rainier, as well as DC, and some from Laurel, Alexandria, and Falls Church!

We saw the most significant demographic shift yet. By far more people of color, and in particular individuals whose Spanish is their first language. While we don't have numbers on demographics, we all noted and observed the shift, and I had several participants comment positively. We had at least one (but usually two) spanish speaking volunteers during the swap hours, which helped us be more welcoming.

I credit the support from the City in helping this shift, with the eblasts in English & Spanish, which supplemented our Spanish language flyers around town.

Also, because of the City's support, we were able to reserve the Multi-purpose room for the Fall event, October 14, which meant we could provide flyers at the Spring swap. This was a goal from last fall, when we had several attendees without email access and we wanted to be sure to remain on their radar. This spring, we did so, with flyers in English and Spanish.

We raised \$592.65 in cash contributions at the door. I'm still compiling our costs, tracking down two more wayward receipts, but we are looking at an estimated total outlay of \$1,125 for the event. With donations and the City's support, cash support = \$1,092.65, just shy of our costs.

The Swap grew a lot this spring. We are more organized, having now documented a lot of our processes, roles and responsibilities, with several volunteers taking on more leadership roles. This was a critical move to help build capacity.

What's next for the swap? We will continue to self-organize, recruit volunteers and nurture new leaders. We will likely solicit some private donations and in-kind services, to help with food costs for volunteers and some supplies.

The City's support, with the advance reservation and use of the Multi-purpose room, outreach, and financial support, is very important support for helping us make the swap sustainable and for helping to reach all neighborhoods of our wonderful community."

City Sponsorship entails financial support to help offset the costs of producing this free, volunteer run community event that provides free children's clothing and supplies to the public, as well as assistance promoting the event through the City's channels of communication, such as the City's event calendar, email communication tools, and the Hyattsville Reporter.

Benefits of Partnership with the City of Hyattsville

HY-Swap's greatest assets are the team volunteers who make the event happen, trust from the community to receive donations, and ability to successfully organize a tremendous volume of donations and recycle them back in to the community.

HY-Swap's greatest needs are free or low-cost space to host the event and marketing to reach and engage all neighborhoods within Hyattsville.

HY-Swap's goal is to become a sustainable tradition within Hyattsville, cycling infant, children's, and maternity clothes, toys, and gear within the community and engaging families in a network of sharing and support.

HY-Swap has had solid growth since we started, and anticipate continued growth as we reach more neighborhoods in Hyattsville, but also anticipate that costs will level off. We established a \$1,000 event budget, and will solicit donations, as well as seek modest support from the City.

Partnership with the City will support several of our key needs to build capacity to meet our goal. In particular, City partnership offers

- preferential scheduling for City space (e.g. Multi-Purpose room in the Municipal Building);
- advertising and outreach across Hyattsville through the City's community announcements; and
- modest financial support to offset costs.

Next Steps:

Staff will coordinate with HY-Swap organizers to determine next steps and develop a communications strategy.

Fiscal Impact:

\$1,000

City Administrator Comments:

Staff can support

Community Engagement:

Staff will work with HY-Swap organizers to coordinate a community engagement strategy.

Strategic Goals:

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community.

Legal Review Required?

N/A



Info Sheet

1/31/2017

Contact: Emily Palus,
301-455-4971;
empalus@gmail.com

HY-Swap is a free exchange of infant, children's and maternity clothing, gear, and toys, organized by local volunteers dedicated to sharing and circulating items in good condition within the community, providing savings for local families and reducing waste.

HY-Swap has evolved and grown from a wild idea to a Hyattsville tradition, that has so far supported sharing and re-use of thousands of items. The core group of volunteers have a keen eye toward sustainability so that it will continue as a unique institution that represents the spirit of community sharing and re-use, characteristics central to the Hyattsville ethos.

HY-Swap's Impact. Since the swap started in 2014, we have grown from a pool of 10 volunteers serving 90 families, to 46 volunteers serving 202 families, and recycled more than 1,200 cubic feet of clothing, linens, toys, books, and gear, represented in more than 600 boxes and bags of donations, plus large equipment and furnishings.

Spring '17 on April 8 is the 5th HY-Swap and will be the largest yet. A core group of 12 volunteers plan and manage the effort, and an additional 40-50 volunteers sort, haul, set-up, host, and breakdown. Our goal is to reach 250 families, reaching all Hyattsville neighborhoods.

How it Works

Donations are received at 'drop sites'—volunteers' homes across Hyattsville—over five weeks. Donations mainly come from Hyattsville Nurturing Mom listserv families, although as the swap's reach expands, so does the pool of donations. Items are sorted throughout the donation period following a systematic process to ensure consistency and a high level of organization. Sorting sessions are hosted and attended by volunteers and provide opportunities for networking and camaraderie.

The day before the swap, the packed boxes and bags of sorted clothing, linens, toys and gear are hauled to the swap site. In 2014 and 2015, the Masonic Lodge hosted the swap. In 2016, we moved to the Municipal Building, a larger venue that could accommodate our growing event. Volunteers then unpack and arrange the hundreds of boxes, bags, equipment and furnishings on tables provided by the venue and the swap's hanging racks and bins. It takes five weeks to receive and sort donations, which are installed in a "pop-up" boutique in a matter of 6 hours.

That evening, the swap opens for a Preview event for new and expecting parents as well as the volunteers, who can "shop" early. The main event opens the following day, and is first open to Hyattsville families and friends, and then opens to the public for the last hour and a half. Families "shop the swap" selecting whatever items they wish. Swap volunteers help participants fill their bags, and refresh the tables with new items throughout the day.

Any remaining items are packed and transported to three local charities that provide services to area families, while some off-season items are held for the next swap. All serviceable boxes and packing supplies are stored and reused for the next swap.

For more information, visit www.hy-swap.com, contact info@hy-swap.com

Illustrated Guide to HY-Swap



it begins with donations



lots of donations



that get sorted



and organized



by fabulous ladies



who go through it all



and box it all up



and in bags, too.



then haul it to the show



set-up starts from a blank slate



a pop-up shop appears



an array of clothes and gear



then 'shop' 'shop' 'shop'



major scores are made



and the remainder donated

*** Spring '17 HY-SWAP FAQs***

What is HY-SWAP? A free, community exchange of infant, children's and maternity clothing, gear and toys, presented by a group of local moms in the spring and fall.

Who can PARTICIPATE? All Hyattsville residents, families, and friends are invited to 'shop' the swap first, and then the general public is invited for the second half of the event..

When & where do I DROP my stuff? Drop off donations at one of 8 drop sites around Hyattsville, from March 1-April 1; drop sites will be shared in late February.

When & where do I 'SHOP'? The Spring '17 HY-Swap is April 8, from 12 noon to 4 pm at the at the Hyattsville Municipal Building, Multi-Purpose Room (first floor). Hyattsville families and friends are welcome anytime during the swap; the public is invited starting at 2:30 pm.

What HAPPENS at the SWAP? Browse the pop-up boutique and take any items that will be useful to you and your family. (There is no limit to what you can take.) Meet and chat with moms and dads.

Is it FREE? Yes! The swap is totally free. Cash donations are welcome, and help pay for supplies.

Do I have to GIVE in order to TAKE? Nope! The spirit of the HY-Swap is to support the community and pay it forward - take what you need now, and if you have items to give at future swaps, great!

Do I need to get there when the doors open to get anything good? No! No need to rush the door when the swap opens. Thanks to this amazing community, we have lots and lots of fantastic items, too much to put out at once. We replenish the tables and racks throughout the swap, so there are new items cycled onto the displays throughout the day. PLUS, 'shopping' the swap after the early rush can be a bit more relaxing.

Can I drop off unsorted stuff? Yes! Drop off your surplus clothing and gear no matter how organized or disorganized! HY-Swap understands that parents may have great ambitions of organizing all surplus items, but who has time? HY-Swap volunteers will do it! We sort everything, so just drop off, guilt-free.

***What if I have BIG STUFF**, like high chairs, strollers and cribs? Drop off with the HY-Swap Team at the Hyattsville Municipal Building on April 7, 2-4 pm, or April 8, 9-9:45 am. Otherwise, email info@hy-swap.com to make other arrangements.

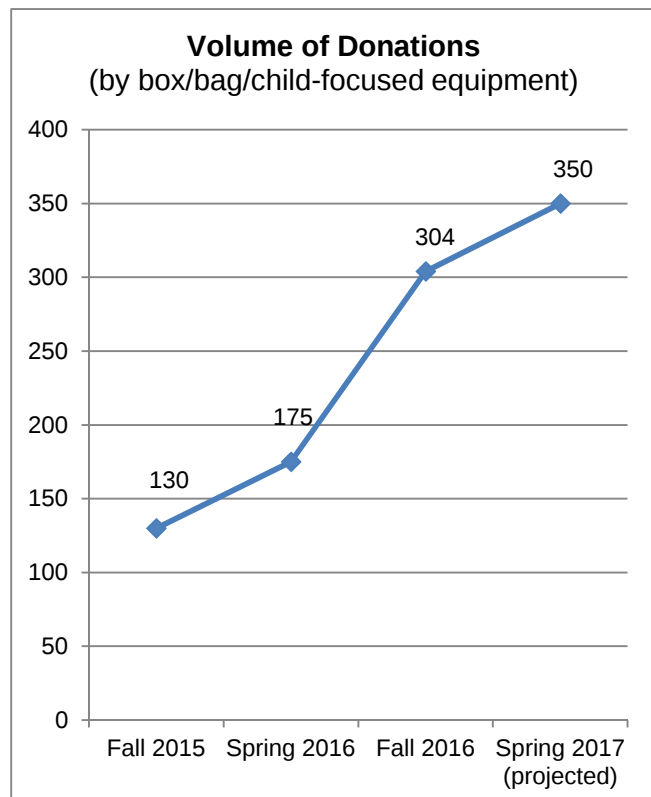
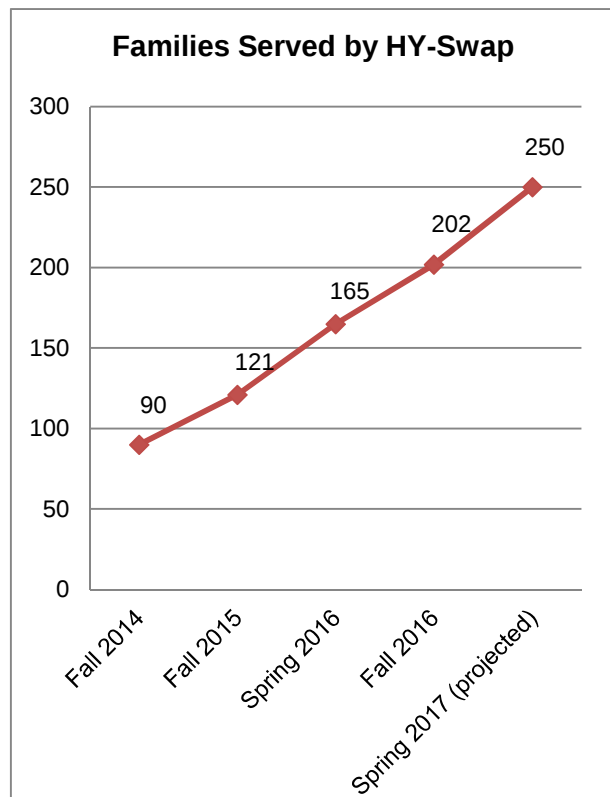
What HAPPENS with the SURPLUS stuff? HY-Swap donates to three different charities that provide services to families in need. Some off-season items are held for the next swap.

Can I HELP? YES! HY-Swap is an all-volunteer operation, so if you are interested in helping to sort, set-up, host, or breakdown, email hyswap@gmail.com. Benefits of volunteering include a lot of fun and camaraderie, plus an opportunity to pick a few items during sorting and shopping the preview reception.



HY-Swap by the Numbers

Event	Families Served	Volunteers	Volume of Material Donated to the Swap	Volume Contributed to Charities	Costs	Cash Donations
Fall 2014	90	10	<i>(loose data was kept on what was received/donated to the swap and contributed to charity in our first event)</i>		\$100	\$0
Fall 2015	121	24	130 boxes & bags: 100 boxes and bags of clothes, linens and shoes, plus an additional 30 boxes of toys, books, and gear, as well as large-sized items, such as strollers, car seats, swings, and cribs.	30 large bags of fall and winter clothes, linens, as well as 3 boxes of toys & books, 3 nursing pillows, 2 mattresses & misc. gear	\$328.89	\$140
Spring 2016	165	35	175 boxes & bags: 90 boxes and 45 bags of clothes and linens, 6 boxes of shoes; 34 boxes of toys, books and gear; 5 strollers; 2 breast pumps; and many odds and ends.	45 large bags of spring and summer clothing, linens, books, toys, nursing & feeding supplies.	\$515.19	\$199
Fall 2016	202	46	304 boxes & bags: 204 boxes and bags of clothes and linens, 14 boxes of shoes, 100 additional boxes of books, toys and gear, 10 breast pumps, 6 strollers, activity centers, 4 swings, several bouncers.	48 large bags of clothing, linens, books, toys, nursing & feeding supplies, plus 2 car seats, an activity center and 4 playmats.	\$758.68	\$634.25



HY-Swap Budget Analysis & Target

Fall '15		
Donations	Cash at the door	\$140
Costs	Supplies (boxes, bags, zip lock bags, zip tires, safety pins, hangers, paper, card stock)	\$178.89
	Lunch for volunteers	\$50
	Venue Cleaning Cost (Masonic Lodge)	\$100
	Total	\$328.89
Spring '16		
Donations	Cash at the door	\$199
Costs	Supplies (boxes, bags, zip lock bags, zip tires, safety pins, hangers, paper, card stock)	\$261.76
	Refreshments for Preview Reception	\$163.54
	Refreshments for volunteers for set-up, hosting & breakdown	\$90.00
	Total	\$515.19
Fall '16		
Donations	Cash at the door	\$634.15
Costs	Supplies (boxes, bags, zip lock bags, zip tires, safety pins, hangers, paper, card stock)	\$325.68
	Truck rental (1) to haul goods donations to the swap site	\$64.76
	Refreshments for Preview Reception	\$175.60
	Refreshments for volunteers for set-up, hosting & breakdown	\$120.64
	Web site hosting and domain name	\$72
	Total	\$758.68
Spring '17		
Anticipated Donations		\$500-\$650
Anticipated Costs	Packing Supplies (boxes, bags, zip bags, zip ties, safety pins, hangers, labels, etc.)	\$400
	Print supplies for flyers and signs	\$75
	Truck Rental (2) + gas to haul goods donations to the swap site	\$150
	Refreshments for Preview Reception	\$175
	Refreshments for volunteers for set-up, hosting & breakdown	\$125
	Web site hosting and domain name (annual)	\$75
	Total	\$1,000

***In addition to purchased supplies, volunteers offer found materials and collect boxes throughout the year. In-kind donations of supplies include packing supplies (boxes, bags, zip lock bags, zip ties, tape) and printing materials (paper, card stock, printer ink), as well as markers, labels, safety pins, and hangers. All serviceable supplies are stored and re-used for the next event.

Benefits of Partnership with the City of Hyattsville

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HY-Swap's greatest needs are free or low-cost space to host the event and marketing to reach and engage all neighborhoods within Hyattsville.

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Partnership with the City will support several of our key needs to build capacity to meet our goal. In particular, City partnership offers

- preferential scheduling for City space (e.g. Multi-Purpose room in the Municipal Building);
- advertising and outreach across Hyattsville through the City's community announcements; and
- modest financial support to offset costs.



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Action Items (8:25 p.m. - 9:15 p.m.)

SUBJECT

FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Hyattsville Welcome Packet (10 minutes)

Motion

170-04-FY18

Recommendation:

I move that Mayor and Council amend the Hyattsville FY18 budget to include \$14,000.00 for the HWRAC publication and distribution of a Hyattsville Welcome Packet.

Sponsor(s):

Solomon, Ward, Perry

ATTACHMENTS

Summary Background:

To provide new residents with easy access to emergency contact information, local services and representatives, and community attractions and events. Packets will include welcome refrigerator magnets.

The committee request 500 printed copies (50 per ward for distribution and another 250 at the city building). The packets at the city building will be mailed on-demand to residents who requested and could not download electronically. Total = 500 color welcomes packets, 250 items for mail, and the committee would handle distribution of 250 packets to local venues in each ward.

Updated based on council and committee discussion:

- Packet mailed to all residents (8500).
- Packet to include and english and spanish.
- Project cost include design and distribution.
- Packet will be prepared for a two year period.
- Full color cost printing cost estimates included.
- Hyattsville CDC ROM attached.

See attached samples:

City of Greenbelt Welcome Packet - <http://www.greenbeltmd.gov/DocumentCenter/View/2087>

Hyattsville CDC Electronic Packet - <http://hycdc.org/community-building/>

City of Romulus Welcome Packet - Attached.

Next Steps:

Once approved the HWRAC committee will work with City staff (and contractors if needed) to prepare and make available a Hyattsville Welcome Packet.

Fiscal Impact:

14,000.00

City Administrator Comments:

The HWRAC committee has committed to executing this project. They plan to gather information, select content and develop brochure layout. Some staff support will be required to ensure consistency in design, branding, and contracting with printer. The projected cost for 8500 copies of an eight-page, full color brochure, stapled, is approximately \$14,000.

Community Engagement:

Discussed at HWRAC meeting.

Strategic Goals:

Goal 1: Availability of Information

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Budget

Agenda Section: Action Items (8:25 p.m. - 9:15 p.m.)

SUBJECT

FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Health Impacts of Climate Change Seminars (10 minutes)

Motion

171-04-FY17

Recommendation:

I move that the Mayor and Council amend the proposed FY18 budget to include \$2,000 to be used to support the HWRAC Committee Health Impacts of Climate Change Seminars.

Sponsor(s):

Solomon, Ward, Perry

ATTACHMENTS

Summary Background:

A changing climate impacts our health and wellbeing. The major public health organizations of the world (including the National Institutes of Health) have said that climate change is a critical public health problem. Climate change makes many existing diseases and conditions worse, but it may also help introduce new pests and pathogens into new regions or communities. As the planet warms, oceans expand and the sea level rises, floods and droughts become more frequent and intense, and heat waves and hurricanes become more severe. The most vulnerable people—children, the elderly, the poor, and those with underlying health conditions—are at increased risk for health effects from climate change. Climate change also stresses our health care infrastructure and delivery systems.

These seminars will provide public education on these health impacts.

Update from Previous Council discussion:

The council requested clarification on possible collaboration with the HEC. Upon further review with HWRAC members, the groups is confident that while the proposed seminars overlap with respect to environment concerns, the HWRAC proposes to focus the health indications for individuals and vulnerable populations, while the HEC will focus primarily on actual environment concerns. The HWRAC believe there will be possible collaboration in scheduling and overall organization logistics, however, the targeted audiences and topics will require separate speakers and programing.

Additional Information:

<https://www.niehs.nih.gov/research/programs/geh/climatechange/index.cfm>

Next Steps:

Pending approval from the City Council, the HWRAC will collaborate with Health partners to organize a series of informational sessions on the Health Impacts of Climate Change.

Fiscal Impact:

2,000.00

City Administrator Comments:

Recommend Support.

The City's draft budget includes \$1,000 for the Environment Advisory Committee's speaker series on a variety of topics. Staff connected the chairs of both committees and some partnership opportunities may be possible.

Community Engagement:

Discussed and approved during HWRAC meeting.

Strategic Goals:

Goal 3: Public Safety & Quality of Life

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (8:25 p.m. - 9:15 p.m.)

SUBJECT

Acceptance of Request for Proposal Selection for City-Wide Traffic Study (10 minutes)

Motion #

172-04-FY17

Recommendation:

I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Toole Design Group, in an amount not to exceed \$250,000.00, for the purposes of conducting a City Wide Transportation Study, upon review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo_-_Comprehensive_Traffic_Study_Scope_of_Work.docx](#)

Summary Background:

In January of 2017 the City solicited a Request for Proposal (RFP) to conduct a transportation study to include recommendations and actions to improve vehicular, pedestrian, and bicycle traffic over the next 5 years.

Six firms submitted proposals by the February 2017 deadline. A five person committee evaluated the six proposals and determined that proposals from three of the firms were highly effective in responding to the requirements of the solicitation.

The three recommended firms participated in an in-person interview conducted in early March. At the conclusion of the interviews, two of the three firms distinguished themselves from the third firm and were recommended for a second interview. A second round of phone interviews were held with the top two firms and consisted of a detailed questions and answer period for the purpose of clarifying any outstanding questions.

At the conclusion of the second round of interviews, the committee assessed all the materials and responses and is recommending to the City Council to award a contract for services to the firm Toole Design Group. In its recommendation to the Council, it was the professional judgement of the committee that Toole Design Group was the most responsive to the City's solicitation and best understood the City's transportation challenges. With respect to scope of services, Toole Design Group proposed a more robust program that the committee determined would provide the most effective prioritized actionable plan which could be implemented by the City.

Next Steps:

With Council approval staff will facilitate the contract with Toole Design Group, with the cost not to exceed \$250,000.00

Fiscal Impact:

Funding for this study is in the Capital Improvement Project budget.

City Administrator Comments:

Recommend Support

Community Engagement:

As part of the RFP requirement Toole Design Group will conduct community meetings and outreach to City residents.

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete



City of Hyattsville

Memo

To: Tracey Nicholson, City Administrator
From: Lesley Riddle, Director of Public Works
Date: April 21, 2017
Re: Selection of Firm for Comprehensive Traffic Study

Background

In January of 2017 the City solicited a Request for Proposal (RFP) to conduct a transportation study to include recommendations and actions to improve vehicular, pedestrian, and bicycle traffic over the next 5 years.

Scope of Work

The requirements for the RFP included the following scope of work:

The City of Hyattsville requests an analysis that will consider existing and future needs of the transportation network within and adjacent to the City limits. The result of the analysis should be a comprehensive “roadmap” for the City to make changes to the transportation network and in transportation infrastructure over the 5 years following the report, as well as outline the outlook for 5-20 years following the report. The transportation infrastructure to be analyzed may include, but is not limited to: roadways, sidewalks, bikeways, trails, and public transportation. In addition, curbside parking throughout the City shall be inventoried for analysis and considered when determining proposed modifications, upgrades, or new construction within the public right of way. The scope of the work will be broken into the following phases:

Phase 1 – Existing Conditions

Phase I will include the collection of baseline transportation data. It is expected that the Firm will review City standards, procedures, plans, and previous studies, and incorporate information from these reports into the new study as necessary or appropriate. The selected firm must consider previous studies and regulatory land-use and development standards.

The firm will identify and make recommendations on policies and procedures and implementation of traffic flow and calming measures towards the general goals of reducing travel delays and congestion, and improving vehicular, bicycle and pedestrian flow and safety. Additionally, the selected Firm would be expected to hold no fewer than three (3), and no more than six (6), public meetings to solicit input from residents, and attend up to three (3), City Council meetings as may be required/requested to present results.

In addition to the document review portion of this phase, the selected Firm would be expected to develop and/or update computer models and GIS data of the City's street network to include, but not be limited to: roadway geometry, traffic volumes, and turning counts. The Firm may use existing data, but is also expected to collect new information in the field, such as conducting turn counts at designated City, State, and County right of way intersections. Transportation and vehicle count data available from Prince George's County, MD or the State of Maryland, specific to traffic signal timing must be provided to the City as one of the deliverables. The proposal should include specifics as to what information the firm would collect, the number of locations where the data would be collected, the software/multiresolution model to be used, why each section of the proposal is sufficient to meet the needs of this RFP, and the proposed deliverable for Phase 1.

Phase 2 – Immediate Recommendations

Phase 2 will incorporate results of Phase 1 and develop a sequential action plan to address City traffic issues which shall include, but not be limited to, the following:

1. Improve vehicular, bicycle, and pedestrian traffic circulation within residential neighborhoods, and throughout the City in general.
2. Identify East-West routes through the City (From US 1 to MD500) and propose ways to reduce travel delays and lessen impact on residential areas.
3. Develop recommendations for enhancing the existing bicycle routes, and creating new routes through the City.
4. Identify streets and areas with immediate congestion issues (traffic, parking, or both) and propose appropriate changes.
5. Analyze the existing traffic calming features and traffic signage for effectiveness, and propose changes or improvements as necessary.
6. Analyze areas identified for development/redevelopment, within approximately 1-mile of the existing City limits, and determine potential impact and develop proposed solutions on City streets.
7. Identify areas of congestion within 1,500 feet of each school and develop traffic management options and practices to minimize the impact of congestion during peak pick up and drop off times.

The results of Phase II will be presented in the form of a written Draft Sequential Action Plan. The Plan will outline a proposed schedule and costs to phase in the recommendations over a 5-year period, and the actions necessary to implement the recommendations. The Plan will consider and address impediments to implementing the recommendations, measures to address such impediments, and alternative recommendations in case such impediments cannot be overcome. The Sequential Action Plan will identify which recommendations can be done as standalone items, and which must be done in conjunction with other items. The Plan should include a unit or applied cost estimate for implementing each recommendation.

Phase 3 – Signage and Wayfinding

The firm will help establish a wayfinding standard for the City of Hyattsville. The system will help residents and visitors become familiar with Hyattsville's parking options, parks, offices, points of interest, etc., through a series of well-planned graphics and signs. The wayfinding would be used along main vehicle, pedestrian, and bicycle routes, as well as public transportation stops and shelters. Street level vitality, legibility, safety, maintenance and replacement costs are all major concerns in creating an informational signage and wayfinding system that is both direct and friendly. The plan should be easily altered and expanded upon as the City of Hyattsville continues to experience infill development and redevelopment.

The result of this phase shall be a Wayfinding Analysis and Recommendation Document. The document will include an evaluation of the existing system, users' needs, key destinations, zoning requirements, regulatory and jurisdictional requirements, as well as recommendations for identity graphics. The document should take into consideration the existing signage standards utilized by the County, the State, etc., and create a schematic that is complementary to existing standards. The document should also include a permit drawing(s) of the proposed types of signs and a site plan. The site plan should indicate existing locations that will be reused, existing locations that will not be reused and new signage locations. A statement of estimated cost for the fabrication and installation of the system, including the number of various sign types and locations, should also be included in the Document.

Selection Process

Six firms submitted proposals by the February 2017 deadline. A five-person committee evaluated the six proposals and determined that proposals from three of the firms were highly effective in responding to the requirements of the solicitation.

The three recommended firms participated in an in-person interview conducted in early March. After the interviews, two of the three firms distinguished themselves from the third firm and were recommended for a second interview. A second round of phone interviews were held with the top two firms and consisted of a detailed questions and answer period for clarifying any outstanding questions.

After the second round of interviews, the committee assessed all the materials and responses and is recommending to the City Council to award a contract for services to the firm Toole Design Group. In its recommendation to the Council, it was the professional judgement of the committee that Toole Design Group was the most responsive to the City's solicitation and best understood the City's transportation challenges. With respect to scope of services, Toole Design Group proposed a more robust program that the committee determined would provide the most effective prioritized actionable plan which could be implemented by the City.



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Memorandum of Understanding

Agenda Section: Action Items (8:25 p.m. - 9:15 p.m.)

SUBJECT

Phase 2 - MD500 Lighting Expenditure (10 minutes)

Motion

173-04-FY17

Recommendation:

I move that the Mayor and City Council authorize the City Administrator to execute a Memorandum of Understanding with the Maryland State Highway Administration, to authorize an expenditure in an amount not to exceed \$145,000.00, for the shared costs of the pedestrian lighting on the Phase 2 Safety and Enhancement Project on Queens Chapel Road, upon review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[REV_MD 500 Lighting Memo_Phase2_Hyattsville_2017-0328.pdf](#)

[PedestrianLightingPolicy_09_09_2008 \(1\).pdf](#)

[MOU #5 MD500 Hyattsville \(002\)_10-3-2016.docx](#)

[MD 500_REV FR_LightingCost_Breakout_2017-0313_with_Contingency.pdf](#)

[EX_pLT-P001_MD500EXT.PDF](#)

[Decorative Pedestrian Light Pole_Details.pdf](#)

Summary Background:

The City entered into a Memorandum of Understanding (MOU) with State Highway Administration (SHA) in 2014 to share the costs of the pedestrian lighting construction for Queens Chapel Road, Phase 1 of the MD 500 Community Safety and Enhancement Project .

Phase 2 of the Queens Chapel Road MD 500 Community Safety and Enhancement Project is now in the design phase. This portion of the project is located from the District of Columbia line to Maryland 208. SHA has requested the City enter into an MOU for the shared costs of the Phase 2 lighting construction. The estimated costs for the City's portion of the project are \$144,899.66.

Next Steps:

With Council approval of the MOU, the design of the pedestrian lighting for Phase 2 of the MD 500 Community Safety and Enhancement Project will be completed. Construction timing will be determined by SHA.

Fiscal Impact:

The costs for this project will be included in the Capital Improvements Budget of the fiscal year of project construction.

City Administrator Comments:

Recommend Support

Community Engagement:

SHA and the City staff will engage with residents as needed during the design and construction phase of the MD500 project.

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete



MEMORANDUM

Date: March 28, 2017

To: Michael Osborne/Ramesh Sreerama (TEDD)

From: Jeremy Mocny/James Rasmussen

Subject: MD 500 Pedestrian Lighting - Phase 2 within City of Hyattsville Limits

CC:

Work Order Number: 31669-381

Contract Number: PG3645184

Project: MD 500 Community Safety and Enhancement Project from DC Line to MD 208

This is an update to the December 2015 memo submitted to SHA regarding project wide pedestrian lighting. The MD 500 Community Safety and Enhancement Project from DC Line to MD 208 spans three local jurisdictions, starting with Prince George's County at the southern project limit, City of Mount Ranier in the middle of the project, and the City of Hyattsville at the norther project limit. This memo reflects the current pedestrian lighting design intent within the City of Hyattsville limits only, based on discussions with the SHA project team and the City of Hyattsville. Design coordination and review with SHA and the City of Hyattsville is on-going.

Project Background

Whitman, Requardt, and Associates (WRA) has been tasked with preparing pedestrian lighting plans to support SHA Office of Highway Development's (OHD) project along MD 500 from the DC line to MD 208. As part of the project, MD 500 will be resurfaced, medians will be constructed, along with the reconstruction of sidewalk, curbs, and gutters. This is phase 2 of a project to enhance MD 500 from the DC line to MD 410. Phase 1 of the project, from MD 208 to MD 410 and entirely within the limits of the City of Hyattsville, is currently under construction. The lighting plans were prepared for that project by WRA.

After performing our initial field survey, existing decorative lighting was noted at the MD 500 and MD 208 intersection; however, the existing decorative lighting is not continuous throughout the Phase 2 project limits. There are also utility pole mounted lease lights spaced sporadically throughout the project limits and vary by location. The lease light wattages (W) range from 70W, 100W, 150W, 175W, 250W, to 400W.

Lighting Analysis/Design

WRA utilized the same analysis and design approach for pedestrian lighting along the sidewalks as used for the Phase 1 project. WRA analyzed the light levels on the sidewalk provided by all existing lights and determined that the existing light levels provided does not meet SHA's sidewalk lighting requirements. The proposed option includes selective addition of decorative pedestrian lights where utility pole mounted lease lights do not provide adequate light levels on the sidewalk. A summary of the proposed lighting option developed is provided below; see attached photometric plans for proposed light pole locations. Light levels along the roadway were not calculated nor considered.

Existing Lighting Conditions

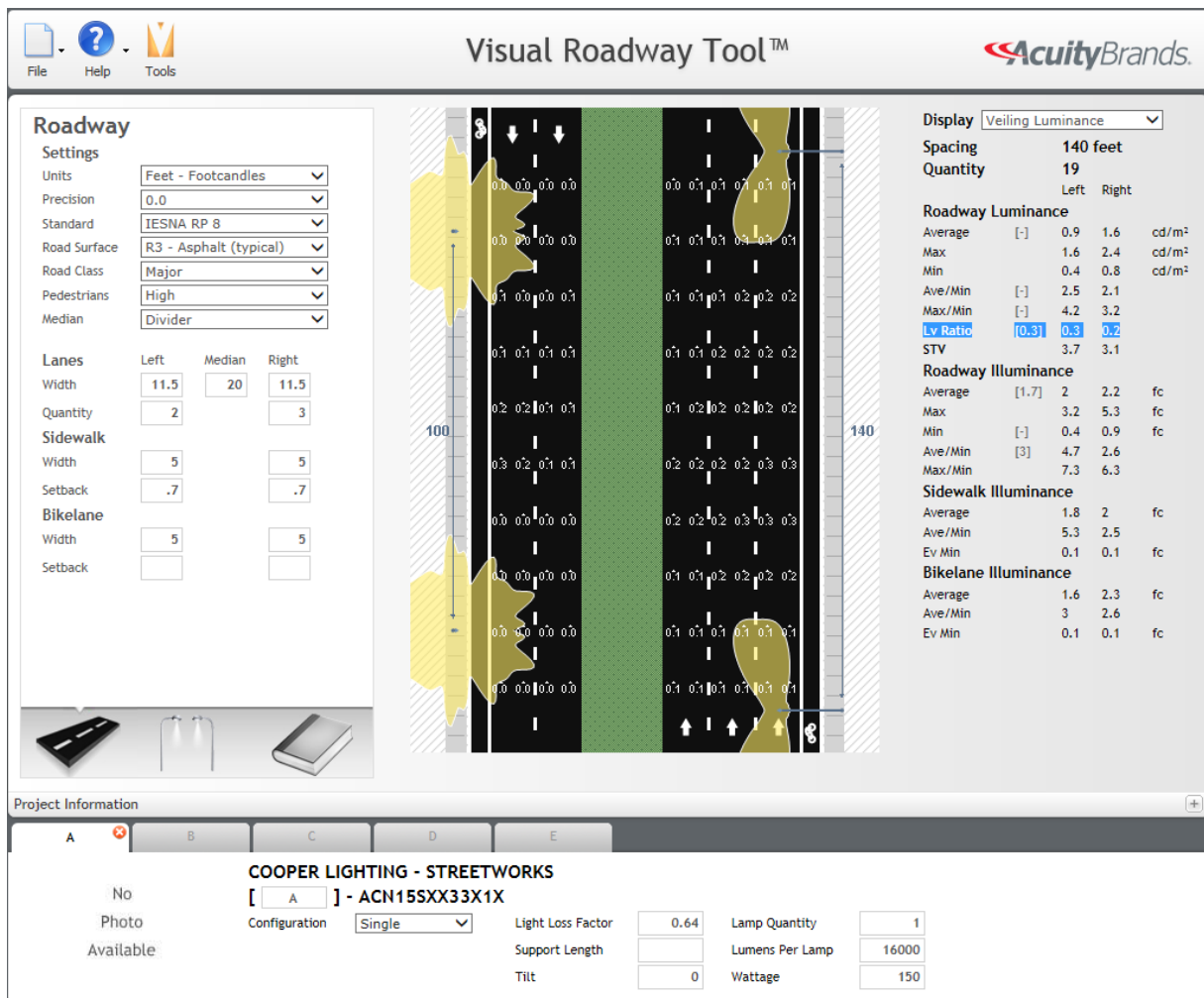
As mentioned above, there is a mix of lease lights and decorative lights along the MD 500 corridor. The existing lease lights and decorative pedestrian lights do not meet the lighting requirements of IES RP-8 for the sidewalks at all locations. Evaluating the existing light levels in our photometric software, Visual, the light levels do not meet the minimum required as per RP-8 for the sidewalk, as listed in the tables below.

IES RP-8 Light Level Requirements			
	Min. Avg. (fc)	Uniformity Ratio (avg./min.)	Veiling Luminance (max. vertical luminance/avg. horizontal luminance)
Sidewalk (See Note)	0.5	4.0	0.3
Note: Medium Density Residential (IES RP-8, Section 3, Table 6)			

Proposed Option

For the proposed option, the existing conditions were taken into consideration. In locations where the requirements were not met, we first examined upgrades to the existing lease lights, including adding lease lights to existing utility poles that do not currently have lease lights, and increasing the wattage of the existing lease lights. If after modifying existing lease lights the lights still did not produce the required light levels per RP-8, we added 150 watt decorative pedestrian lights in these locations. The sidewalks were evaluated separately on a block by block basis and along each side of MD 500.

We began our analysis using the fixture from the Phase 1 design (150 Watt HPS Type III, 17' mounting height, Cooper Lighting Model No. ACN15SP233142BKA). After completing our horizontal illuminance lighting analysis using this fixture, it was determined that this particular fixture did not meet the veiling luminance requirements as detailed in the table above from RP-8. A similar type III distribution fixture utilizing cut-off optics (Basis of Design: 150 Watt HPS Type III Cut-off, 17' mounting height, Cooper Lighting Model No. ACN15SP23C142BKA) was then selected for both horizontal illuminance analysis and veiling luminance analysis. The veiling luminance values were calculated using the Visual Roadway Tool (VRT) provided by Acuity Brands Lighting, since Visual Professional Edition (VPE) does not have the capability to compute the veiling luminance ratio. The VRT only allows analysis of one fixture type on each side of the street. This limitation did not allow us to compute the veiling luminance ratio for all blocks since most of the blocks in the project limits have a mixture of existing HPS lease lights and proposed ornamental pedestrian lights interspersed on the same side of the street. Due to this limitation, we chose a project representative block along MD 500 just west of the Chillum Road intersection. At this location, there are proposed ornamental pedestrian lights along MD 500 westbound and existing lease lights along MD 500 eastbound. Below the Lighting Summary table are the results from the VRT. The veiling luminance requirements were met for both eastbound and westbound MD 500 at this location. This should indicate that the remaining blocks would likely also meet the veiling luminance ratio requirements.



The lighting summary table below lists the proposed option throughout the City of Hyattsville limit. In the proposed conditions, all blocks except for three meet the minimum average light level requirements and uniformity ratio, as noted in the Remarks" column.

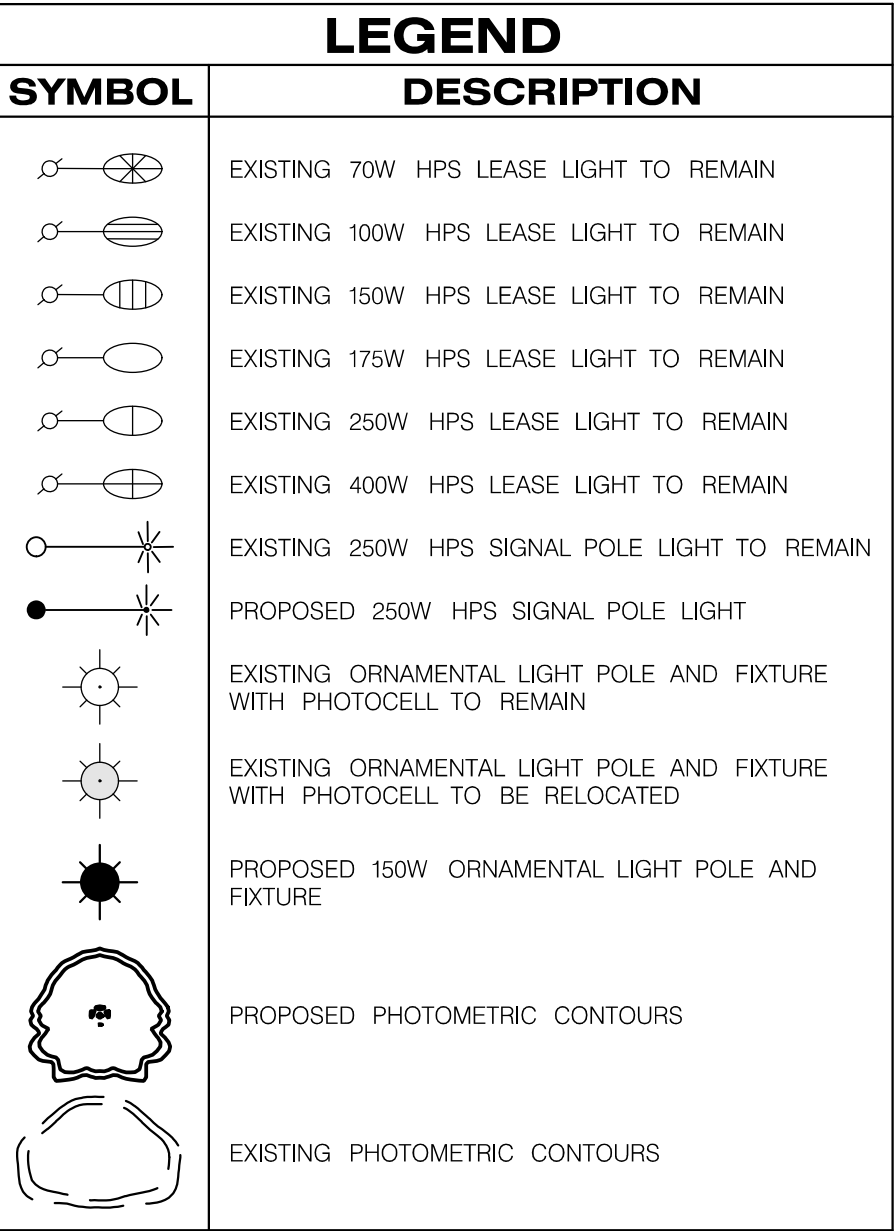
Lighting Summary (Illuminance Levels) – Sidewalk Only				
Location/Calculation Zone (E – MD 500 Eastbound; W – MD 500 Westbound)	Proposed Conditions		Proposed No. of Pedestrian Poles	Remarks
	Avg. (fc)	Uniformity Ratio (avg./min.)		
E – Bridge	0.7	7.0:1	-	Due to the length of the existing bridge, it was not possible to install pedestrian lights on the approach and departure and meet the lighting requirements. There are no existing utility poles to install lease lights as is the case along MD 500 westbound.
E – Station 246+00 to MD 208	1.3	3.3:1	10	-

MD 208 – Station 181+60 to Project Limits, Left	1.8	3.6:1	-	There are currently 6 pedestrian lights and 3 lease lights in this block. Due to the proposed removal of the existing acceleration lane and revision to the sidewalk location, 2 of the existing pedestrian lights will be relocated.
W – Bridge	0.7	1.8:1	-	-
W – Station 245+50 to Jamestown, Left	1.6	4.0:1	2	-
W – Station 248+50 to 171+50, Left	1.7	3.4:1	3	-
W – Station 171+50, Right to 253+25, Left	1.4	3.5:1	2	-
W – Station 252+00, Left	1.0	1.0:1	-	Proposed signal mounted luminaire provides light levels in the median cut-through 0.1 foot-candles below minimum
W – Station 252+50, Left	1.1	1.2:1	-	-
W – Station 253+50 to 254+00, Left	0.0	N/A	-	This location doesn't meet the lighting requirements. There are under canopy lights and parking lot lights that were not modeled which likely provide adequate light levels to meet the requirements. The existing parking lot paving is right up against the back of proposed sidewalk, preventing the installation of a pedestrian light.
W – Station 254+50 to 256+25, Left	0.9	3.0:1	1	-
W – Station 256+50 to 259+50, Left	0.9	3.0:1	2	-
W – Station 259+75 to 260+25, Left	1.5	3.8:1	1	-
W – Station 260+50 to 261+50, Left	1.3	2.6:1	1	-
W – Station 261+50 to 262+00, Left	1.0	2.5:1	-	-
Note: Uniformity ratios less than the minimum are considered more uniform and therefore are acceptable.				

Summary

The proposed option includes the following:

- 22 new ornamental pedestrian lights
- 2 existing ornamental pedestrian light relocations
- No additional lease lights or lease light upgrades



ILLUMINANCE LEVELS						
CALCULATION ZONE	DESCRIPTION	AVERAGE ILLUMINANCE (fc)	MAX. ILLUMINANCE (fc)	MIN. ILLUMINANCE (fc)	MAX./MIN.	AVG./MIN.
E - BRIDGE, RT	MD 500 (QUEENS CHAPEL RD)	0.7	2.0	0.1	20.0:1	7.0:1
W - BRIDGE, LT	MD 500 (QUEENS CHAPEL RD)	0.7	1.3	0.4	3.3:1	1.8:1
W - Sta. 245+50 to JAMESTOWN, LT	MD 500 (QUEENS CHAPEL RD)	1.6	4.9	0.4	12.3:1	4.0:1
E - Sta. 246+00 to MD 208, RT	MD 500 (QUEENS CHAPEL RD)	1.3	4.8	0.4	12.0:1	3.3:1

REVISIONS	PHOTOMETRIC LIGHTING PLAN	
	SCALE <u>1" = 30'</u> DATE <u>MARCH 2017</u> CONTRACT NO. <u>PG3645184</u>	
	DESIGNED BY <u>J. RASMUSSEN</u> COUNTY <u>PRINCE GEORGE'S</u>	
	DRAWN BY <u>J. RASMUSSEN</u> LOGMILE <u>16050000.00-16050001.16</u>	
	CHECKED BY <u>J. MOCHNY</u> TIMS NO. _____	
	F.A.P. NO. <u>SEE TITLE SHEET</u> TOD NO. _____	
	DRAWING NO. LT - 01 OF 5	SHEET NO. _____ OF 209

FILE: N:\31669-381\CADD\Photometric Plan Sheet Submission\Hyattsville Memo 2017-0328\pLT-P008 MD500EXT.dgn

SHA STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
OFFICE OF TRAFFIC & SAFETY
TRAFFIC ENGINEERING DESIGN DIVISION

MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT
FROM DC LINE TO MD 208



STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
OFFICE OF TRAFFIC & SAFETY
TRAFFIC ENGINEERING DESIGN DIVISION

MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT
FROM DC LINE TO MD 208

PHOTOMETRIC LIGHTING PLAN

= 30' DATE MARCH 2017 CONTRACT NO. PG3645184

DESIGNED BY J. RASMUSSEN COUNTY PRINCE GEORGE'S
DRAWN BY J. RASMUSSEN LOGMILE 16050000.00-16050001.16
CHECKED BY J. MOCNY TMS NO. _____
F.A.P. NO. SEE TITLE SHEET TOD NO. _____

DRAWING NO.	LT-01	OF	5	SHEET NO.	OF	209
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BY: jasmussen



Whitman, Requardt & Associates, LLP
801 South Caroline Street, Baltimore, Maryland 21231

LIMIT OF WORK
PG3645184
JAMESTOWN ROAD
STA. 160 + 88.96

LIMIT OF WORK
PG3645184
AGER ROAD
STA. 171 + 76.00

LIGHTING FUNCTION:

- PEDESTRIAN LIGHTING

LUMINAIRES:

- BASIS OF DESIGN: ORNAMENTAL LIGHT FIXTURES WITH 150W HIGH PRESSURE SODIUM, H.I. REACHPF, 120V, TYPE III CUT-OFF, CLASSICAL CAGE TYPE, CLASSICAL TOP TYPE, MODERN FINIAL TYPE, AND BLACK COLOR (COOPER LIGHTING MODEL NO. ACN15SP23C142BKA)
- LIGHT-LOSS-FACTOR OF 0.64
- 17 FOOT MOUNTING HEIGHT
- 22 TOTAL LOW LEVEL LIGHT POLES
- 2 EXISTING RELOCATED LOW LEVEL LIGHT POLES

ILLUMINANCE LEVELS:

- IESNA RP-8 CRITERIA FOR SIDEWALKS WITH MEDIUM DENSITY RESIDENTIAL (IES RP-8, SECTION 3, TABLE 5) (0.5 fc HORIZONTAL MINIMUM AVERAGE ILLUMINANCE OR GREATER, 4.0:1 AVERAGE MINIMUM ILLUMINANCE RATIO OR LESS, 0.2 fc VERTICAL MINIMUM ILLUMINANCE OR GREATER).

LEGEND

SYMBOL	DESCRIPTION
	EXISTING 70W HPS LEASE LIGHT TO REMAIN
	EXISTING 100W HPS LEASE LIGHT TO REMAIN
	EXISTING 150W HPS LEASE LIGHT TO REMAIN
	EXISTING 175W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS LEASE LIGHT TO REMAIN
	EXISTING 400W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS SIGNAL POLE LIGHT TO REMAIN
	PROPOSED 250W HPS SIGNAL POLE LIGHT
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO REMAIN
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO BE RELOCATED
	PROPOSED 150W ORNAMENTAL LIGHT POLE AND FIXTURE
	PROPOSED PHOTOMETRIC CONTOURS
	EXISTING PHOTOMETRIC CONTOURS



STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
OFFICE OF TRAFFIC & SAFETY
TRAFFIC ENGINEERING DESIGN DIVISION

MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT
FROM DC LINE TO MD 208

PHOTOMETRIC LIGHTING PLAN

SCALE 1" = 30' DATE MARCH 2017 CONTRACT NO. PG3645184

DESIGNED BY J. RASMUSSEN COUNTY PRINCE GEORGE'S
DRAWN BY J. RASMUSSEN LOGMILE 16050000.00-16050001.16
CHECKED BY J. MOCNY TMS NO.
F.A.P. NO. SEE TITLE SHEET TOD NO.

DRAWING NO. LT-02 OF 5 SHEET NO. OF 209

ILLUMINANCE LEVELS

CALCULATION ZONE	DESCRIPTION	AVERAGE ILLUMINANCE (Fc)	MAX. ILLUMINANCE (Fc)	MIN. ILLUMINANCE (Fc)	MAX./MIN.	AVG./MIN.
W - Sta. 245+50 to JAMESTOWN, LT	MD 500 (QUEENS CHAPEL RD)	1.6	4.9	0.4	12.3:1	4.0:1
E - Sta. 246+00 to MD 208, RT	MD 500 (QUEENS CHAPEL RD)	1.3	4.8	0.4	12.0:1	3.3:1
W - Sta. 248+50 to 171+50, LT	MD 500 (QUEENS CHAPEL RD)	1.7	5.7	0.5	11.4:1	3.4:1
W - Sta. 171+50 to 253+25, LT	MD 500 (QUEENS CHAPEL RD)	1.4	3.0	0.4	7.5:1	3.5:1
W - Sta. 252+00, LT	MD 500 (QUEENS CHAPEL RD)	1.0	1.0	1.0	1.0:1	1.0:1
W - Sta. 252+50, LT	MD 500 (QUEENS CHAPEL RD)	1.1	1.3	0.9	1.4:1	1.1:1

TO EASTERN AVE.

TO MD 410

ZONE W - STA. 252+00

ZONE W - STA. 252+50

ZONE W - STA. 171+50 TO 253+25

ZONE W - STA. 248+50 TO 171+50

ZONE W - STA. 245+50 TO JAMESTOWN

MD 500 (QUEENS CHAPEL RD) WB

MD 500 (QUEENS CHAPEL RD) EB

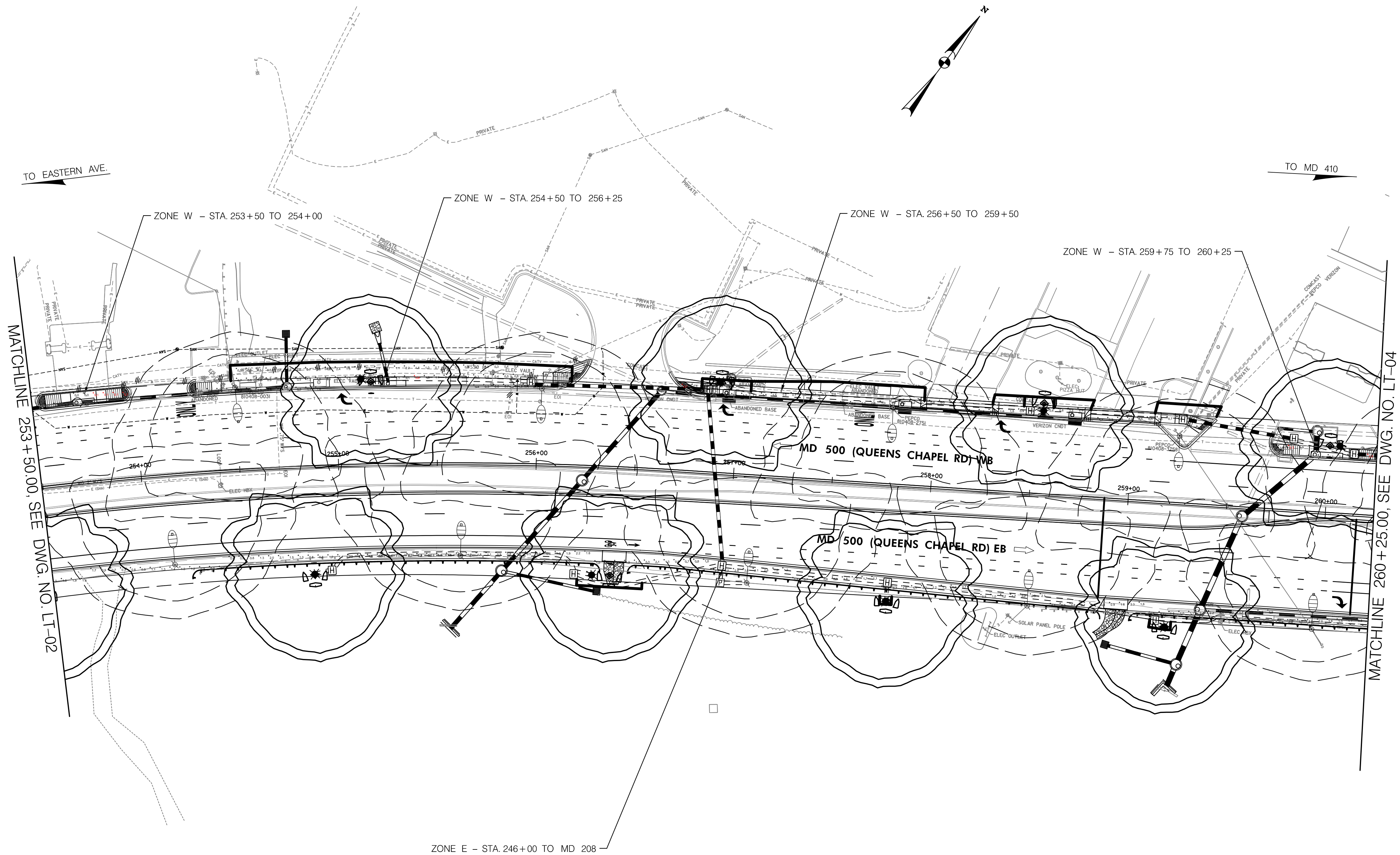
MATCHLINE 253+50.00, SEE DWG. NO. LT-03

MATCHLINE 246+50.00, SEE DWG. NO. LT-01

ZONE E - STA. 246+00 TO MD 208



BY: J. Rasmussen



LIGHTING FUNCTION:

- PEDESTRIAN LIGHTING

LUMINAIRES:

- BASIS OF DESIGN: ORNAMENTAL LIGHT FIXTURES WITH 150W HIGH PRESSURE SODIUM, H.I. REACHPF, 120V, TYPE III CUT-OFF, CLASSICAL CAGE TYPE, CLASSICAL TOP TYPE, MODERN FINIAL TYPE, AND BLACK COLOR (COOPER LIGHTING MODEL NO. ACN15SP23C142BKA)
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	EXISTING 400W HPS LEASE LIGHT TO REMAIN
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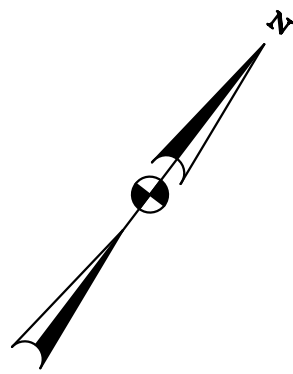


Whitman, Requardt & Associates, LLP
801 South Caroline Street, Baltimore, Maryland 21231



STATE OF MARYLAND
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STATE HIGHWAY ADMINISTRATION
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TRAFFIC ENGINEERING DESIGN DIVISION
MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT
FROM DC LINE TO MD 208

REVISIONS	PHOTOMETRIC LIGHTING PLAN	
	SCALE 1" = 30'	DATE MARCH 2017 CONTRACT NO. PG3645184
	DESIGNED BY J. RASMUSSEN	COUNTY PRINCE GEORGE'S
	DRAWN BY J. RASMUSSEN	LOGMILE 16050000.00-16050001.16
	CHECKED BY J. MOCNY	TMS NO.
	F.A.P. NO. SEE TITLE SHEET	TOD NO.
	DRAWING NO. LT-03 OF 5	SHEET NO. OF 209



TO EASTERN AVE.

TO MD 410

MATCHLINE 260+25.00, SEE DWG. NO. LT-03

ZONE E - STA. 246+00 TO MD 208

ZONE W - STA. 181+60 TO PROJECT LIMITS

ZONE W - STA. 260+50 TO 261+50

ZONE W - STA. 261+50 TO 262+00

RECONSTRUCTED UNDER PG5465184

LIMIT OF WORK
PG3645184
MD 500 (QUEENS CHAPEL ROAD)
STA. 263+80.38

MATCHLINE 181+50, SEE DWG. NO. LT-05

LIGHTING FUNCTION:

- PEDESTRIAN LIGHTING

LUMINAIRES:

- BASIS OF DESIGN: ORNAMENTAL LIGHT FIXTURES WITH 150W HIGH PRESSURE SODIUM, H.I. REACHPF, 120V, TYPE III CUT-OFF, CLASSICAL CAGE TYPE, CLASSICAL TOP TYPE, MODERN FINIAL TYPE, AND BLACK COLOR (COOPER LIGHTING MODEL NO. ACN15SP23C142BKA)
- LIGHT-LOSS-FACTOR OF 0.64
- 17 FOOT MOUNTING HEIGHT
- 22 TOTAL LOW LEVEL LIGHT POLES
- 2 EXISTING RELOCATED LOW LEVEL LIGHT POLES

ILLUMINANCE LEVELS:

- IESNA RP-8 CRITERIA FOR SIDEWALKS WITH MEDIUM DENSITY RESIDENTIAL (IES RP-8, SECTION 3, TABLE 5) (0.5 fc HORIZONTAL MINIMUM AVERAGE ILLUMINANCE OR GREATER, 4.0:1 AVERAGE MINIMUM ILLUMINANCE RATIO OR LESS, 0.2 fc VERTICAL MINIMUM ILLUMINANCE OR GREATER).

LEGEND

SYMBOL	DESCRIPTION
	EXISTING 70W HPS LEASE LIGHT TO REMAIN
	EXISTING 100W HPS LEASE LIGHT TO REMAIN
	EXISTING 150W HPS LEASE LIGHT TO REMAIN
	EXISTING 175W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS LEASE LIGHT TO REMAIN
	EXISTING 400W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS SIGNAL POLE LIGHT TO REMAIN
	PROPOSED 250W HPS SIGNAL POLE LIGHT
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO REMAIN
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO BE RELOCATED
	PROPOSED 150W ORNAMENTAL LIGHT POLE AND FIXTURE
	PROPOSED PHOTOMETRIC CONTOURS
	EXISTING PHOTOMETRIC CONTOURS



STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
OFFICE OF TRAFFIC & SAFETY
TRAFFIC ENGINEERING DESIGN DIVISION

MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT
FROM DC LINE TO MD 208

PHOTOMETRIC LIGHTING PLAN

SCALE 1" = 30' DATE MARCH 2017 CONTRACT NO. PG3645184

DESIGNED BY J. RASMUSSEN COUNTY PRINCE GEORGE'S
DRAWN BY J. RASMUSSEN LOGMILE 16050000.00-16050001.16
CHECKED BY J. MOCNY TMS NO.
F.A.P. NO. SEE TITLE SHEET TOD NO.

DRAWING NO. LT-04 OF 5 SHEET NO. OF 209

ILLUMINANCE LEVELS

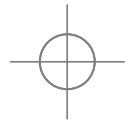
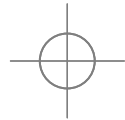
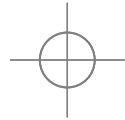
CALCULATION ZONE	DESCRIPTION	AVERAGE ILLUMINANCE (fc)	MAX. ILLUMINANCE (fc)	MIN. ILLUMINANCE (fc)	MAX./MIN.	AVG./MIN.
E - Sta. 246+00 to MD 208, RT	MD 500 (QUEENS CHAPEL RD)	1.3	4.8	0.4	12.0:1	3.3:1
W - Sta. 260+50 to 261+50, LT	MD 500 (QUEENS CHAPEL RD)	1.3	2.8	0.5	5.6:1	2.6:1
W - Sta. 261+50 to 262+00, LT	MD 500 (QUEENS CHAPEL RD)	1.0	1.9	0.4	4.8:1	2.5:1
W - Sta. 181+60 to PROJECT LIMITS, LT	MD 208 (HAMILTON ST)	1.8	7.7	0.5	15.4:1	3.6:1



Whitman, Requardt & Associates, LLP
801 South Caroline Street, Baltimore, Maryland 21231

BY: J. Rasmussen

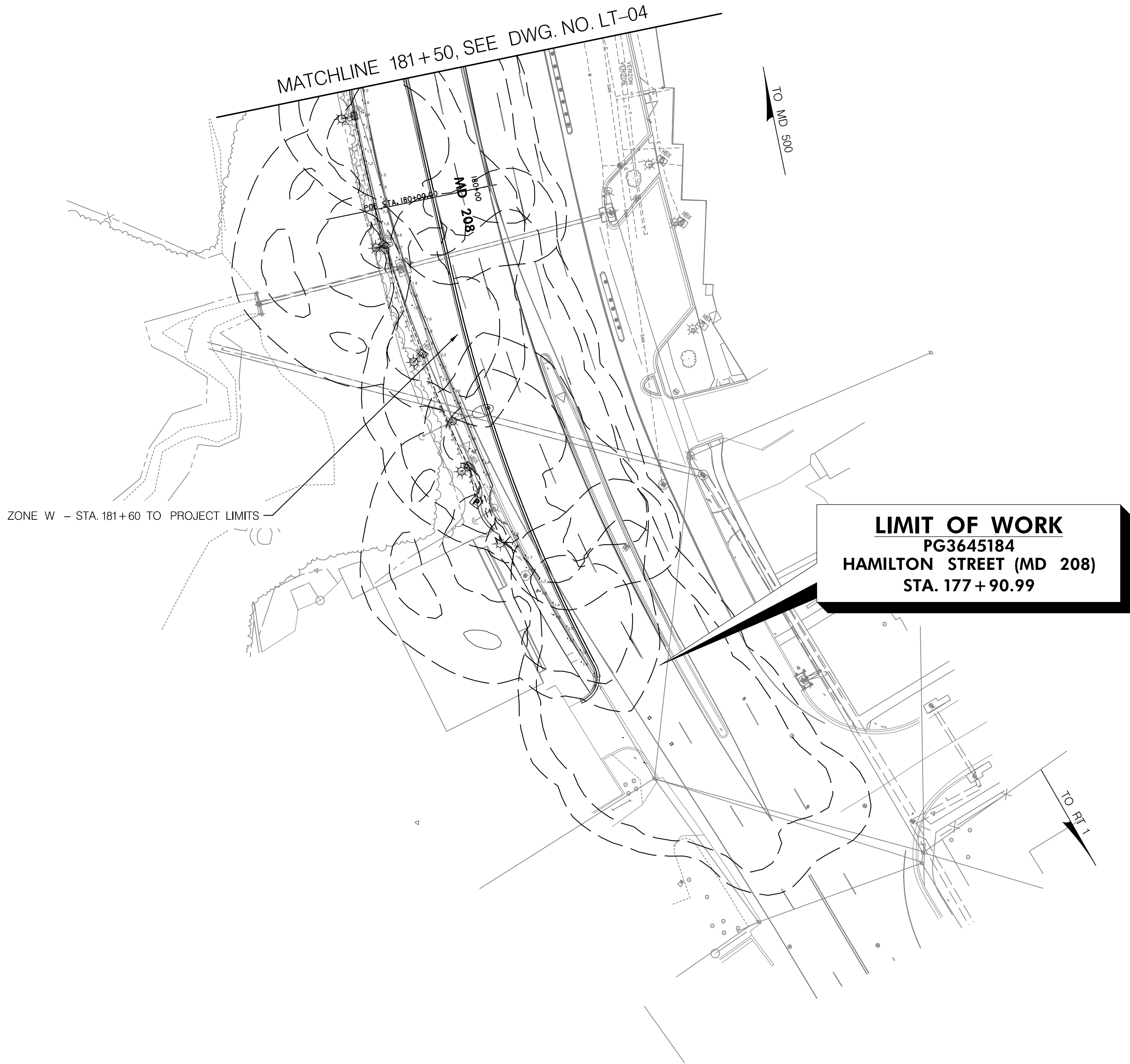
PLOTTED: March 28, 2017
FILE: N:\31669-381\CADD\Photometric Plan Sheet Submission\Hyattsville Memo_2017-0328.plt-P011_MD500EXT.dgn



BY: jrasmusen



Whitman, Requardt & Associates, LLP
801 South Caroline Street, Baltimore, Maryland 21231



ILLUMINANCE LEVELS						
CALCULATION ZONE	DESCRIPTION	AVERAGE ILLUMINANCE (fc)	MAX. ILLUMINANCE (fc)	MIN. ILLUMINANCE (fc)	MAX./MIN.	AVG./MIN.
W - Sta. 181+60 to PROJECT LIMITS, LT	MD 208 (HAMILTON ST)	1.8	7.7	0.5	15.4:1	3.6:1

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PLOTTED: March 28, 2017
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PEDESTRIAN LIGHTING POLICY

MARYLAND STATE HIGHWAY ADMINISTRATION

In response to the increasing emphasis on urban revitalization programs, the Maryland State Highway Administration (Administration) is placing a new focus on the issue of pedestrian lighting. This focus also aligns with the Department of Transportation's increased emphasis on multi-modal transportation. Pedestrian lighting, when properly designed and installed, has benefits that include enhancing revitalization projects, increasing nighttime pedestrian use and commerce, increasing safety and security, improving aesthetics, and adding to the sense of pride of a community. Pedestrian lighting may also have adverse effects that include glare, light trespass, increased energy consumption and sky glow that should be considered when deciding to install pedestrian lighting. In some instances it may be preferable not to install pedestrian lighting due to environmental, financial or other considerations.

This policy addresses the issues pertaining to the warranting, funding, design, construction, and maintenance of pedestrian lighting systems in which the Administration will be involved. These issues are touched on below and explained in greater detail on the following pages.

While the Administration is proactively seeking to participate in the installation of pedestrian lighting, the Criteria for Eligibility section addresses certain elements that are considered to determine the extent to which it will participate and the priority it will be given. These include the proximity to transit centers, educational and other similar facilities, nighttime pedestrian and business activities, safety and security issues, and the availability of an Administration project as a construction vehicle. In addition, the Local Jurisdiction's commitment to participate in the design, construction, operation and maintenance of the lighting system is a consideration.

The Financial Responsibility section outlines the respective financial responsibilities for the Administration and Local Jurisdictions for the design, construction, and operation and maintenance of pedestrian lighting systems. Given the large selection of poles and fixtures with an equally wide range in prices, along with the flexibility a designer has to vary the number and spacing of fixtures to obtain a desired result, the extent of the Administration's participation will vary.

It is the intent of the Administration to allow flexibility for the Local Jurisdiction with regard to pedestrian lighting systems within given engineering parameters so that the final product will enhance the image of the community, and where necessary maintain historic and aesthetic sensitivity. This sensitivity to individual historical settings will result in variations in pedestrian lighting costs. The Design Standards and Responsibilities section specifies who will perform the design of the system addressing the selection of fixtures, photometric calculations, integration with roadway lighting systems, material specifications, obtaining permits and easement agreements, as well as the review and final approval process.

The Construction section specifies how pedestrian lighting systems will be constructed including who will perform the construction, inspection, and acceptance of the project, as well as the required coordination between contractors and utility companies.

PEDESTRIAN LIGHTING POLICY

MARYLAND STATE HIGHWAY ADMINISTRATION

The effectiveness and benefits of the system depend upon periodic maintenance and quick repair of damaged fixtures. It is essential that the local jurisdiction be committed to the long-term upkeep of the pedestrian lighting systems. The Maintenance and Operations section will address the need for a memorandum of understanding between the Administration and the local jurisdiction regarding the requirements and obligations for the maintenance responsibility and energy costs associated with the pedestrian lighting systems.

CRITERIA FOR ELIGIBILITY

The Administration intends to participate in the design and construction of pedestrian lighting systems that are to be included as part of a proposed highway improvement, streetscape, revitalization or other transportation related project where sidewalks are either present or to be installed. The following criteria are to be considered in determining where pedestrian lighting may be utilized most effectively.

1. The system is within ½ mile of a transit center or ¼ mile of a major transit stop or is along a connection between two or more transit centers.
2. The system falls within a designated urban revitalization area.
3. The system is within ½ mile of an educational or similar facility that generates significant pedestrian traffic during hours of darkness.
4. The total number of pedestrians and/or bicyclists within any one-hour period of darkness is relatively high.
5. The system is within a commercial area with significant nighttime activities.
6. Pedestrian safety issues have been documented.

FINANCIAL RESPONSIBILITY

Administration Financial Responsibilities:

In general, when pedestrian lighting is warranted, the Administration will participate in the costs associated with design and construction of a pedestrian lighting system in one of its transportation related projects. However, due to the wide range of available styles, materials, poles, and fixtures, the Administration has established a limit for participation in the construction/installation. SHA's participation will be contingent upon the local jurisdiction's acceptance of the following conditions:

1. SHA will be responsible for the design costs of the pedestrian lighting system when the lighting system is designed by SHA or its consultants. SHA will not participate in design costs incurred by other entities other than a regulated public utility.

PEDESTRIAN LIGHTING POLICY

MARYLAND STATE HIGHWAY ADMINISTRATION

2. SHA will be responsible for the costs associated with the installation of the pedestrian lighting infrastructure. For purposes of this policy, infrastructure is defined as conduits and handboxes.
3. SHA will fund 50% of the actual cost to furnish and install the wiring, light foundations, poles, standard light fixtures, luminaires, and lighting control cabinets, including metered service pedestals. The limits of SHA participation will be based upon a basic lighting system that is in conformance with the design standards noted elsewhere in this policy.
4. The local jurisdiction may select lighting fixtures of a more ornamental style they find in keeping with the local community's environment or theme. Any additional costs associated with the selected lights will be the responsibility of the local jurisdiction. These selections must meet the design standards stated herein.
5. The purchase of the lighting systems and their installation will be accomplished through the State of Maryland Procurement process. Separate purchase by the local jurisdiction will not be subject to participation by the Administration, except as part of an agreement with a regulated public utility for long term maintenance.
6. The local jurisdiction agrees to maintain the lighting system.

The Administration will be responsible for all costs of lighting associated with intersections of public roads where engineering studies indicate there is a significant safety risk involving vehicles. This lighting will be provided using equipment acceptable to the Administration.

Local Jurisdiction Financial Responsibilities

The local jurisdiction will assume operational and maintenance costs for the pedestrian lighting system. This includes energy costs, maintenance and damage repair or replacement. A Memorandum of Understanding or a signed letter of intent from the local jurisdiction must be obtained before the project is advertised.

1. The local jurisdiction will be responsible for funding 50% of the actual cost to furnish and install the wiring, light foundations, poles, standard light fixtures, luminaires, and lighting control cabinets, including metered service pedestals for a basic lighting system.
2. The local jurisdiction will be responsible for funding 100% of the increased cost associated with any ornamental style poles or fixtures.
3. The local jurisdiction will be responsible for any utility connection charges from the local utility company.
4. Should the local jurisdiction elect to purchase and install pedestrian lights subsequent to the construction of the highway improvement project, SHA will install the infrastructure as specified under condition 2 of Administration Financial Responsibilities. The local jurisdiction will be required to install the pedestrian lighting systems within 3 years of the completion of the highway project. Should the local jurisdiction fail to install an operational pedestrian lighting system within this time frame, SHA will make deductions from the local jurisdictions share of Highway User Funds equal to the cost of the installed infrastructure and system design costs incurred by SHA.

**PEDESTRIAN LIGHTING POLICY
MARYLAND STATE HIGHWAY ADMINISTRATION**

5. In some instances, at the request of the local jurisdiction, the local utility company may do the design and construction of the pedestrian lighting. In such instances, the local jurisdiction shall be responsible for all design, furnishing, installation, energy, maintenance, and amortized design and construction costs.
6. The local jurisdiction shall be responsible for any accessory equipment not required for the lighting system. This includes additional wiring and fixtures for the installation of outlets within the poles, banner attachments, etc.

DESIGN STANDARDS

The factors that shall be considered when designing pedestrian lighting are:

- The “theme” of the community as defined by previous projects, by historical considerations, or by the vision of the community.
- The environmental effect of the lighting including glare, light trespass, sky glow, and, energy and maintenance costs.
- The Illuminating Engineering Society of North America recommendations and design levels for pedestrian walkways.
- State and federal safety design guidelines.
- The National Electric Code requirements.
- Adverse effects on vehicles on the traveled roadway including light trespass on the road, and glare or veiling luminance for the driver.
- Local utility company requirements and capabilities.
- Right of way and easement needs.

DESIGN RESPONSIBILITIES

Administration Responsibilities

In all cases, the Administration will review and approve the design of a pedestrian lighting system to be constructed under an Administration Contract, or in Administration right of way.

The Administration will provide design services for the lighting, electrical system and other lighting infrastructure needs where not provided by the local utility company or an agent of the local jurisdiction. As noted above SHA will only participate in design costs provided by a

PEDESTRIAN LIGHTING POLICY MARYLAND STATE HIGHWAY ADMINISTRATION

regulated public utility. SHA design efforts will include coordination with pertinent agencies including the Maryland Historical Trust.

Other agencies that may design pedestrian lighting systems are:

- The local utility company. Many of the local utility companies are proficient in the design and installation of lighting.
- The local jurisdiction or their consultant. Often it is beneficial for the local jurisdiction to engage a consultant who is familiar with the many sources of lighting supplies, and who can guide them in making a choice that is aesthetically acceptable. Many suppliers will provide these services free of charge.

Local Jurisdiction Responsibilities:

The local jurisdiction will be responsible for identifying the style of lighting desired.

The local jurisdiction will be responsible for determining the limits of the lighting provided they meet the criteria noted above. Note that these may not exceed the limits stated in this policy.

The local jurisdiction will be responsible for determining, if they wish, for the local utility company to design and install the lighting.

The local jurisdiction will be responsible for determining how they anticipate having maintenance performed. If the local utility is to maintain the lighting, this may impact the design standards to be used.

The local jurisdiction will be responsible for completing the items above, and requesting that pedestrian lighting be included prior to the completion of 30% plans (Preliminary Investigation) by the Administration. The Administration can not initiate a design or switch from a utility company design to Administration design after the project has reached this level of completion.

The local jurisdiction will be responsible for obtaining needed easements or right of way for the lighting by a sidewalk ordinance or other means. This must be completed before the project is advertised. Failure by the local jurisdiction to obtain the necessary right-of-way prior to the scheduled advertisement date will result in the removal of the pedestrian lighting system from the contract.

CONSTRUCTION

There are three scenarios for installing pedestrian lighting systems:

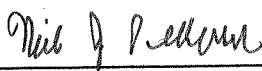
PEDESTRIAN LIGHTING POLICY
MARYLAND STATE HIGHWAY ADMINISTRATION

1. The Administration's contractor shall install the system as part of their construction contract. The Administration will be responsible for advertising and awarding the contract including plans and specifications for the pedestrian lighting system. It will also administer the contract, approve materials and perform construction inspection of the system. Final acceptance of the system will be the responsibility of the Administration in conjunction with the local jurisdiction.
2. Where available, the local jurisdiction may opt to have the local utility company install the pedestrian lighting system. This is most often accomplished when the lighting is to be leased from the utility company or when the local jurisdiction has made arrangements with the utility company to maintain the system. The Administration will be responsible for the coordination of work by the utility company with that of the prime contractor performing the transportation project.
3. Subject to prior agreement, the SHA will install the infrastructure (handboxes and conduit) as a part of the SHA construction project. The local jurisdiction will then contract separately for completion of the system within 3 years of construction completion on SHA's project.

MAINTENANCE

The local jurisdiction will be required to enter into a maintenance agreement with the Administration to assume all associated maintenance costs, and ensure that routine maintenance and damage repair and replacement is performed in a timely manner. The jurisdiction may perform the maintenance with its own forces, through a contract agreement with an electrical maintenance contractor, or through the local utility company where available. Details regarding energy costs, the timeliness of repairs, and the percentage of lights to be operational at all times will be specified in the maintenance agreement.

APPROVED:



Administrator
Maryland State Highway Administration

9/9/08

Date

MEMORANDUM OF UNDERSTANDING

MD 500 Pedestrian Lighting
From Washington D.C. Line to MD 208

by
and
between

CITY OF HYATTSVILLE
and

MARYLAND STATE HIGHWAY ADMINISTRATION

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), executed in duplicate, made effective on this _____ day of _____, 2016, by and between the State Highway Administration of the Maryland Department of Transportation acting for and on behalf of the State of Maryland, hereinafter referred to as (“**SHA**”), and the City of Hyattsville, a body corporate and politic in Prince George’s CITY, Maryland hereinafter referred to as the (“**CITY**”). The CITY and SHA shall sometimes hereinafter be collectively known as the “Parties.”

WHEREAS, SHA is currently designing improvements as part of an Urban Reconstruction Project to the state roadway MD 500 (Queens Chapel Road) which shall impact the City of Hyattsville, City of Mount Rainier and Prince George’s CITY under SHA contract PG3645184; and

WHEREAS, the improvements referred to herein run through the CITY and extend along MD 500 from mile point 00.840 to mile point 01.160, (“**IMPROVEMENTS**”); and

WHEREAS, as part of the IMPROVEMENTS the CITY desires to construct pedestrian lighting along the roadway, from mile point 00.840 to mile point 01.160; and

WHEREAS, the LIGHTING includes all items to design and construct and install the new lighting, including but not limited to, conduit, pull-wire and hand boxes (“**INFRASTRUCTURE**”), and also includes poles, foundations, pole bases, bracket arms, wiring, fixtures and luminaires (“**LAMPS**”); and

WHEREAS, pursuant to the conditions of the SHA Pedestrian Lighting Policy dated September 9, 2008, SHA has agreed to design and construct the INFRASTRUCTURE at no cost to the CITY and to provide funding to the CITY in an amount equal to fifty percent (50%) of the basic LAMPS system approved by SHA; and

WHEREAS, the CITY shall be responsible for electrical costs necessary to utilize the LIGHTING once it has been installed; and

WHEREAS, the IMPROVEMENTS and the LIGHTING (including the INFRASTRUCTURE and the LAMPS) are sometimes hereinafter collectively called the “**PROJECT**”; and

WHEREAS, the parties agree that the IMPROVEMENTS and PEDESTRIAN LIGHTING will benefit the parties of this MOU and will promote the safety, health and general welfare of the citizens of the State and the CITY; and

NOW THEREFORE, THIS MEMORANDUM OF UNDERSTANDING WITNESSETH: that for and in consideration of the mutual promises, the payment of the sum of One Dollar (\$1.00) by each party hereto unto the other, and other good and valuable considerations, the receipt and sufficiency whereof is hereby acknowledged, be it understood that SHA and the CITY do hereby agree as follows:

I. PROJECT DESCRIPTION and DEFINITIONS

- A. Generally the PROJECT consists of the IMPROVEMENTS and the LIGHTING including the (INFRASTRUCTURE and the LAMPS).
 - 1. IMPROVEMENTS
The IMPROVEMENTS shall include but not be limited to: drainage improvements, roadway paving, sidewalk construction/reconstruction, landscaping and streetscape amenities, traffic signals, signing and pavement markings and utility relocations as needed along MD 500. Landscaped medians will be added or widened and section of the roadway will be modified for bicycle compatibility. Each intersection will be analyzed to determine the possibility of reducing curb radii and increasing pedestrian safety. Intersections will also be analyzed to determine if signals are warranted.
 - 2. The LIGHTING shall consist of the INFRASTRUCTURE and the LAMPS.
 - a. The INFRASTRUCTURE shall consist of the design and installation of the conduit system, hand boxes necessary for the support of 22 pedestrian lights along MD 500 (Queens Chapel Road) from mile point 00.840 to mile point 01.160.
 - b. The LAMPS shall consist of, but not be limited to the foundations, poles, mast arms, wiring, grounding system, control cabinets, lighting fixtures, and the necessary power drop for electrification.

II. PROJECT DESIGN PHASE

- A. SHA Responsibility
 - 1. SHA, using SHA staff and/or consulting engineering staff, shall accomplish or cause to be accomplished, all tasks necessary to design the PROJECT.
 - 2. SHA shall provide the CITY with four (4) sets of proposed final PROJECT plans, specifications and estimates for review and comment, but SHA shall have final authority.

3. In the event SHA desires to revise the PROJECT plans subsequent to final plan approval but prior to award of bid or initiation of construction activities, SHA shall provide the CITY with written notification of said revisions including estimated costs.
- B. CITY Responsibility
1. The CITY shall provide SHA with written review comments of all data or materials provided by SHA for review within fifteen (15) working days following the CITY's receipt thereof.
 2. In the event the CITY desires to revise the plans for the PROJECT subsequent to final plan approval but prior to initiation of construction activities, the CITY shall provide SHA with written notification of the proposed revision including estimated costs. All proposed revisions submitted by the CITY shall be subject to SHA denial, modification or approval which SHA will provide to the CITY within fifteen (15) working days of SHA's receipt thereof. SHA's decision concerning any proposed revision shall be final. The CITY shall pay for the increased costs associated with the revisions.

III. PROJECT RIGHT-OF-WAY PHASE

A. SHA Responsibility

In the event property interests are needed for the IMPROVEMENTS in addition to those owned by the CITY or SHA, SHA shall accomplish all tasks required to acquire the property interests (e.g., right-of-way, easement, fee simple acquisition) or right-of-entry needed for the construction of the PROJECT.

B. CITY Responsibility

1. The CITY shall provide, and by execution of this MOU does provide a right-of-entry to SHA, its contractors, subcontractors, agents, and employees, onto all CITY owned or controlled property needed for the PROJECT or any other matter hereunder for the purpose of designing and constructing the PROJECT.
2. The CITY shall be responsible to fund the acquisition by SHA of any property interest (e.g., right-of-entries, fee simple, easements, etc.) required for construction of the INFRASTRUCTURE and the LAMPS that are outside the limits of SHA owned or controlled property interest and/or the CITY's control.
3. The CITY shall be responsible for all costs incurred by the CITY in granting a right-of-entry to SHA, its agents, assigns, contractors, subcontractors, and employees for the purpose of designing and constructing the PROJECT.

IV. PROJECT CONSTRUCTION PHASE

A. SHA Responsibility

1. SHA shall (i) advertise the PROJECT for construction bids, (ii) award and administer the construction contract, (iii) construct the PROJECT as shown on the final PROJECT plans, and (iv) provide Construction Engineering Services for the PROJECT.
2. In the event that revisions to the PROJECT are required in SHA's sole judgment due to conditions encountered during construction, said revisions shall be promptly made by SHA without prior concurrence by the CITY in order to minimize or eliminate possible delay claims by SHA's construction contractor. If time permits, the approval of the CITY for revisions to the PROJECT will be requested but is not required by SHA prior to SHA approval.
3. SHA shall provide the CITY with a copy of the apparent low bid which shall identify items associated with construction of the INFRASTRUCTURE and the LAMPS.
4. SHA shall obtain all permits necessary to construct the PROJECT.

B. CITY Responsibility

In the event the CITY desires to make revisions to the LIGHTING during construction, it shall promptly submit a request in writing to SHA for SHA approval, including the requested revisions and their estimated costs. SHA may include such revisions in the PROJECT plans, provided that those revisions comply with SHA's policies and specifications; however, SHA shall retain sole authority to determine such compliance. The CITY agrees that any additional costs incurred by SHA to implement the revisions requested by the CITY shall be the sole responsibility of the CITY.

V. PROJECT DESIGN PHASE FUNDING

A. SHA Responsibility

1. SHA shall fund all costs associated with the design of the PROJECT.
2. SHA shall fund the cost for design of the LIGHTING pursuant to Section VII.B.3.a, SHA Pedestrian Lighting Policy dated September 9, 2008. The cost is estimated to be Twenty Three Thousand Eight Hundred Eight Dollars, (\$23,808).

B. CITY Responsibility

1. The CITY shall be responsible for all costs incurred by the CITY in the review of the PROJECT documents.

2. The CITY shall be responsible for all costs associated with providing information requested by SHA for the design of the PROJECT.

VI. RIGHT-OF-WAY PHASE FUNDING

A. SHA Responsibility

SHA shall bear costs associated with the acquisition of property interests required to construct the IMPROVEMENTS.

B. CITY Responsibility

The CITY shall be responsible for all costs incurred by the CITY in granting SHA a right-of-entry onto all CITY owned property needed for the PROJECT.

VII. PROJECT CONSTRUCTION PHASE FUNDING

A. SHA Responsibility

1. SHA shall (i) advertise the PROJECT for construction bids, (ii) award and administer the construction contract, (iii) construct the PROJECT as shown on the final PROJECT plans, and (iv) provide Construction Engineering Services (construction inspection, material testing/certification) for the PROJECT.
2. SHA shall fund all costs associated with the construction of the IMPROVEMENTS.
3. SHA shall fund the cost for construction of the INFRASTRUCTURE, estimated at One Hundred Eighty Three Thousand Forty Five Dollars (\$183,045) including SHA salaries, Construction Engineering Services, payroll burden and overhead.
4. SHA shall fund the fifty percent (50%) of the costs of the LAMPS estimated at One Hundred Forty Nine Thousand One Hundred Thirty Dollars (\$149,130) including SHA salaries, payroll burden, overhead and Construction Engineering Services. The CITY shall fund the other fifty percent (50%) of the cost of the LAMPS.
5. SHA shall fund all costs for utility relocations that are required for construction of the PROJECT that are not governed by prior rights of SHA or the CITY.
6. SHA shall provide a prorated invoice to the CITY on a periodic basis, for the CITY's share of all costs incurred by SHA to construct the LIGHTING including SHA's direct salaries, payroll burden, overhead, Construction Engineering Services and direct costs such as material testing.
7. In the event that SHA does not receive payment of an invoice or a Notice of Dispute within thirty (30) days following CITY receipt of any invoice, SHA will notify the CITY of the overdue payment and provide the CITY

the opportunity to pay such overdue amount within thirty (30) days following such notification. If payment has not been received within thirty (30) days following such notification, SHA will notify the CITY in writing that SHA will proceed with a deduction from the CITY's share of Highway User Revenues equal to the overdue invoice amount including utility relocations not governed by prior rights of SHA or the CITY, and SHA's direct salaries, payroll burden, overhead, Construction Engineering Services and other direct costs such as consultant services and materials.

B. CITY Responsibility

1. The CITY shall reimburse SHA within thirty (30) days of receipt of each periodic invoice for all documented costs incurred by SHA on behalf of the CITY, including SHA's direct salaries, payroll burden, overhead and Construction Engineering Services incurred under SHA contract PG3645184.
 - a. For purposes of this MOU, the CITY's reimbursement to SHA shall be fifty percent (50%) of all costs necessary to construct the LAMPS, currently estimated to be One Hundred Forty Nine Thousand One Hundred Thirty Dollars (\$149,130) including SHA's direct salaries, payroll burden, overhead and Construction Engineering Services.
2. In the event the CITY does not reimburse SHA as required herein, SHA may make a deduction from the CITY's share of Highway User Revenues in the amount equal to 50% of the cost of the LAMPS including SHA's direct salaries, payroll burden, overhead, Construction Engineering Services and other direct costs.
3. In the event the awarded low bid for the LAMPS is more than the CITY's allocated funding, the CITY shall: (1) allocate additional funding to match the awarded low bid plus SHA's direct salaries, payroll burden and overhead, (2) revise the scope of work and delete items from the PROJECT contract items to stay within current allocations, or (3) reject all bids in their entirety and, unless the CITY shall have installed the LAMPS in accordance with subsection(a) below, reimburse SHA for all costs incurred by SHA to date on the CITY's behalf and for all costs and expenses for such deletion from SHA's contract to include, but not be limited to, claims, revisions, salaries, payroll burden and overhead.
 - a. Pursuant to the conditions of the SHA Pedestrian Lighting Policy dated September 9, 2008, rejection of all bids by the CITY will require that the CITY install the LAMPS within three (3) years of completion of construction of the PROJECT. In the event the CITY does not install the LAMPS in order to have an operational pedestrian lighting system within the three (3) year period, the CITY shall reimburse SHA for the cost to design and construct the

INFRASTRUCTURE and any SHA costs for relocation of utilities for installation of the INFRASTRUCTURE. If the CITY fails to reimburse SHA as specified herein SHA may make a deduction from the CITY's share of Highway User Revenues in the amount equal to the total cost to design and construct the INFRASTRUCTURE, including utility relocations not governed by prior rights of SHA or the CITY, and SHA's direct salaries and payroll burden for Construction Engineering Services and other direct costs such as consultant services and materials. For purposes of this MOU, the costs for SHA to design and construct the INFRASTRUCTURE is estimated at Two Hundred Six Thousand Eight Hundred Fifty Three Dollars (\$206,853) including SHA salaries, Construction Engineering Services, payroll burden and overhead. This cost is an estimate only and the CITY will be required to pay actual costs incurred.

X. GENERAL

- A. The total amount to be reimbursed to SHA by the CITY for the construction of the LAMPS is estimated at One Hundred Forty Nine Thousand One Hundred Thirty Dollars (\$149,130) including SHA's direct salaries, payroll burden, overhead and Construction Engineering Services.
- B. All SHA invoices shall be accompanied by sufficient documentation by SHA to evidence actual costs incurred, if the CITY acquires additional documentation, the CITY may have CITY authorized personnel visit SHA to verify all documentation and conduct independent audits. The CITY is to contact:

Ms. Carmella Ezekwe, Chief
Accounts Receivable Section
Office of Finance
Maryland State Highway Administration
Mailstop C-504
707 N. Calvert Street
Baltimore, MD 21202
Email: cezekwe@sha.state.md.us
Phone: 410 545-5745

- C. The CITY agrees the figures in this MOU are estimates and agrees to pay all actual costs incurred.
- D. The CITY agrees to be responsible for electrical energy costs for the LIGHTING.
- E. Whenever the approval of the CITY is required, such approval shall not be unreasonably withheld or delayed. The parties hereto agree to cooperate with each other to accomplish the terms and conditions of this MOU.

- F. This MOU shall inure to and be binding upon the parties hereto, their agents, successors, and assigns.
- G. This MOU and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- H. Following completion of construction of the PROJECT, the CITY shall own and maintain the IMPROVEMENTS and LIGHTING.
- I. All parties to this MOU shall comply with the requirements of **APPENDIX A** (2 pages) and **APPENDIX E** (1 page) of SHA's Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A which generally set forth non-discriminatory regulations and other civil rights related regulations. **APPENDIX A** and **APPENDIX E** are attached hereto and incorporated herein as substantive parts of this document.
- J. The recitals (WHEREAS clauses) are incorporated herein as part of this MOU.
- K. All notices and/or invoices shall be addressed as follows:

If to the CITY

M. Lesley Riddle
Director
City of Hyattsville
Department of Public Works and Transportation
4310 Gallatin Street
Hyattsville, MD 20781
Phone: 301 985-5045
Fax: 301 864-6651
E-mail: lriddle@hyattsville.org

If to SHA:

Mr. Brian Young, District Engineer
State Highway Administration
9300 Kenilworth Avenue
Greenbelt, MD 20770
Phone: 301 513-7300
Fax: 301 513-7415
E-mail: byoung@sha.state.md.us

with a copy to:

SHA Agreements Team
Office of Procurement and Contract Management
State Highway Administration

Mail Stop C-405
707 N. Calvert Street
Baltimore MD 21202
Phone: 410-545-5675
Fax: 410-209-5025
E-mail:SHAAGreementsTeam@sha.state.md.us

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their respective duly authorized officers on the day and year first above written.

STATE HIGHWAY ADMINISTRATION

WITNESS

BY: _____ (SEAL)

Gregory C. Johnson, PE
Administrator

Date

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

RECOMMENDED FOR APPROVAL:

Assistant Attorney General

David J. Coyne, PE
Deputy Administrator/Chief Engineer
for Operations

Gregory I. Slater
Acting Deputy Administrator/Chief Engineer
for Planning, Engineering, Real Estate
and Environment

Lisa B. Connors
Director
Office of Finance

**CITY OF HYATTSVILLE
PRINCE GEORGE’S CITY, MARYLAND**

WITNESS:

_____ **BY:** _____ (SEAL)
Lesley Riddle
Director
Department of Public Works

Date

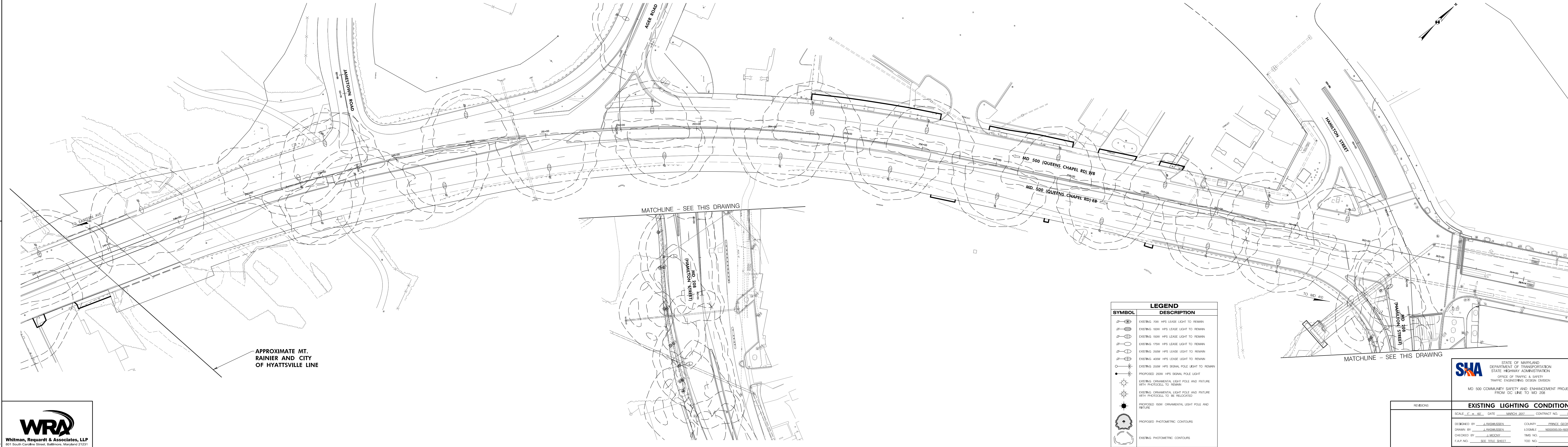
APPROVED FOR SUFFICIENCY

**REVIEWED AND APPROVAL
RECOMMENDED:**

City Attorney

MD 500 COMMUNITY SAFETY AND ENHANCEMENT PROJECT FROM DC LINE TO MD 208									
Lighting Cost Estimate - Breakout (3/13/17)									
			TOTAL PROJECT	CITY OF HYATTSVILLE			SHA PARTICIPATION		CITY OF HYATTSVILLE
ITEM NUMBER	CATEGORY CODE	DESCRIPTION	QUANTITY	QUANTITY	UNIT	UNIT COST	100%	50%	50%
	203030	TEST PIT EXCAVATION	24	24	CY	\$ 100.00	\$ -	\$ 1,200.00	\$ 1,200.00
	800000	ORNAMENTAL LIGHT POLE	22	22	EA	\$ 4,500.00	\$ -	\$ 49,500.00	\$ 49,500.00
	800000	ORNAMENTAL LIGHT FIXTURE	22	22	EA	\$ 1,700.00	\$ -	\$ 18,700.00	\$ 18,700.00
	800000	MODIFIED BASE MOUNTED METERED SERVICE PEDESTAL	2	2	EA	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00
	801003	CONCRETE FOR LIGHT FOUNDATION	12	12	CY	\$ 850.00	\$ -	\$ 5,100.00	\$ 5,100.00
	802501	NO. 6 AWG STRANDED BARE COPPER GROUND WIRE	3583	3583	LF	\$ 2.25	\$ -	\$ 4,030.88	\$ 4,030.88
	802571	ELECTRICAL CABLE 1-CONDUCTOR, 2/0 AWG, TYPE THHN	135	135	LF	\$ 5.00	\$ -	\$ 337.50	\$ 337.50
	805115	3 INCH SCHEDULE 80 RIGID PVC CONDUIT - BORED	496	496	LF	\$ 28.00	\$ 13,888.00	\$ -	\$ -
	805135	3 INCH SCHEDULE 80 RIGID PVC CONDUIT - TRENCHED	2567	2567	LF	\$ 15.00	\$ 38,505.00	\$ -	\$ -
	805140	4 INCH SCHEDULE 80 RIGID PVC CONDUIT - TRENCHED	25	25	LF	\$ 17.00	\$ 425.00	\$ -	\$ -
	811001	FURNISH AND INSTALL ELECTRICAL HANDHOLE	29	29	EA	\$ 1,350.00	\$ 39,150.00	\$ -	\$ -
	821002	BREAKAWAY BASE SYSTEM FOR LIGHTING STRUCTURE	14	14	EA	\$ 500.00	\$ -	\$ 3,500.00	\$ 3,500.00
	823001	REMOVAL AND RELOCATE ROADWAY LIGHTING STRUCTURE	2	2	EA	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -
	832016	CABLE - CONDUCTOR, NO. 6 AWG, TYPE USE, 600V	11486	11486	LF	\$ 1.75	\$ -	\$ 10,050.25	\$ 10,050.25
	832019	1-CONDUCTOR NO. 10 A.W.G., TYPE THWN/THHN, 600V	550	550	LF	\$ 1.25	\$ -	\$ 343.75	\$ 343.75
	834001	CONNECTOR KIT TYPE 1	72	72	EA	\$ 75.00	\$ -	\$ 2,700.00	\$ 2,700.00
	834002	CONNECTOR KIT TYPE 2	48	48	EA	\$ 75.00	\$ -	\$ 1,800.00	\$ 1,800.00
	834004	CONNECTOR KIT TYPE 4	32	32	EA	\$ 75.00	\$ -	\$ 1,200.00	\$ 1,200.00
	837001	GROUND ROD - 3/4 INCH DIAMETER X 10 FOOT LENGTH	55	55	EA	\$ 125.00	\$ -	\$ 3,437.50	\$ 3,437.50
SUBTOTAL CONSTRUCTION COST							\$200,367.88		\$106,399.88
Contingency (10%)							\$20,036.79		\$10,639.99
Subtotal							\$220,404.66		\$117,039.86
Additive (14.4%)							\$31,738.27		\$16,853.74
Subtotal							\$252,142.93		\$133,893.60
Overhead (8.22%)							-		\$11,006.05
Total Participation							\$252,142.93		\$144,899.66
TOTAL CONSTRUCTION COST									\$397,042.59

BY: jrasmusen



APPROXIMATE MT.
RAINIER AND CITY
OF HYATTSVILLE LINE

MATCHLINE - SEE THIS DRAWING

MATCHLINE - SEE THIS DRAWING

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING 70W HPS LEASE LIGHT TO REMAIN
	EXISTING 100W HPS LEASE LIGHT TO REMAIN
	EXISTING 150W HPS LEASE LIGHT TO REMAIN
	EXISTING 175W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS LEASE LIGHT TO REMAIN
	EXISTING 400W HPS LEASE LIGHT TO REMAIN
	EXISTING 250W HPS SIGNAL POLE LIGHT TO REMAIN
	PROPOSED 250W HPS SIGNAL POLE LIGHT
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO REMAIN
	EXISTING ORNAMENTAL LIGHT POLE AND FIXTURE WITH PHOTOCELL TO BE RELOCATED
	PROPOSED 150W ORNAMENTAL LIGHT POLE AND FIXTURE
	PROPOSED PHOTOMETRIC CONTOURS
	EXISTING PHOTOMETRIC CONTOURS

REVISIONS	
EXISTING LIGHTING CONDITIONS	
SCALE 1" = 60'	DATE MARCH 2017 CONTRACT NO. PG3643184
DESIGNED BY J. RASMUSSEN	COUNTY PRINCE GEORGE'S
DRAWN BY J. RASMUSSEN	LOGMILE 16050000.00-16050001.16
CHECKED BY J. MOONEY	TMS NO.
F.A.P. NO. SEE TITLE SHEET	TOD NO.
DRAWING NO. LT-1	OF 2 SHEET NO. 1 OF 2

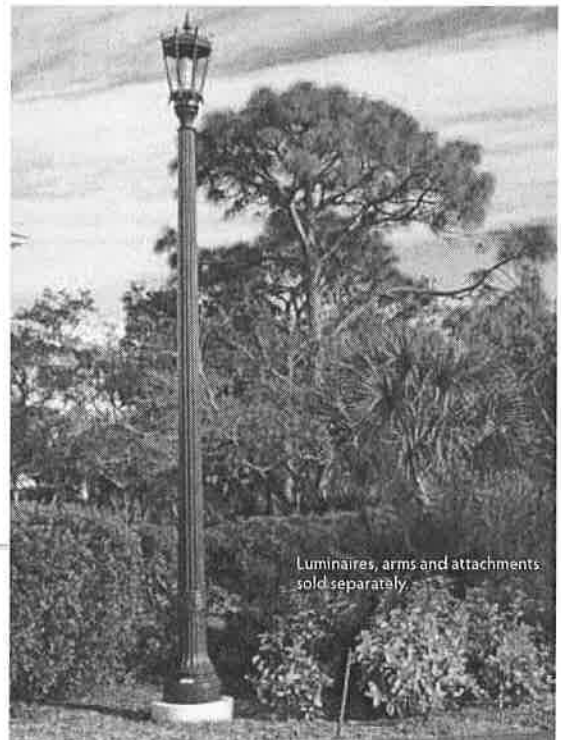
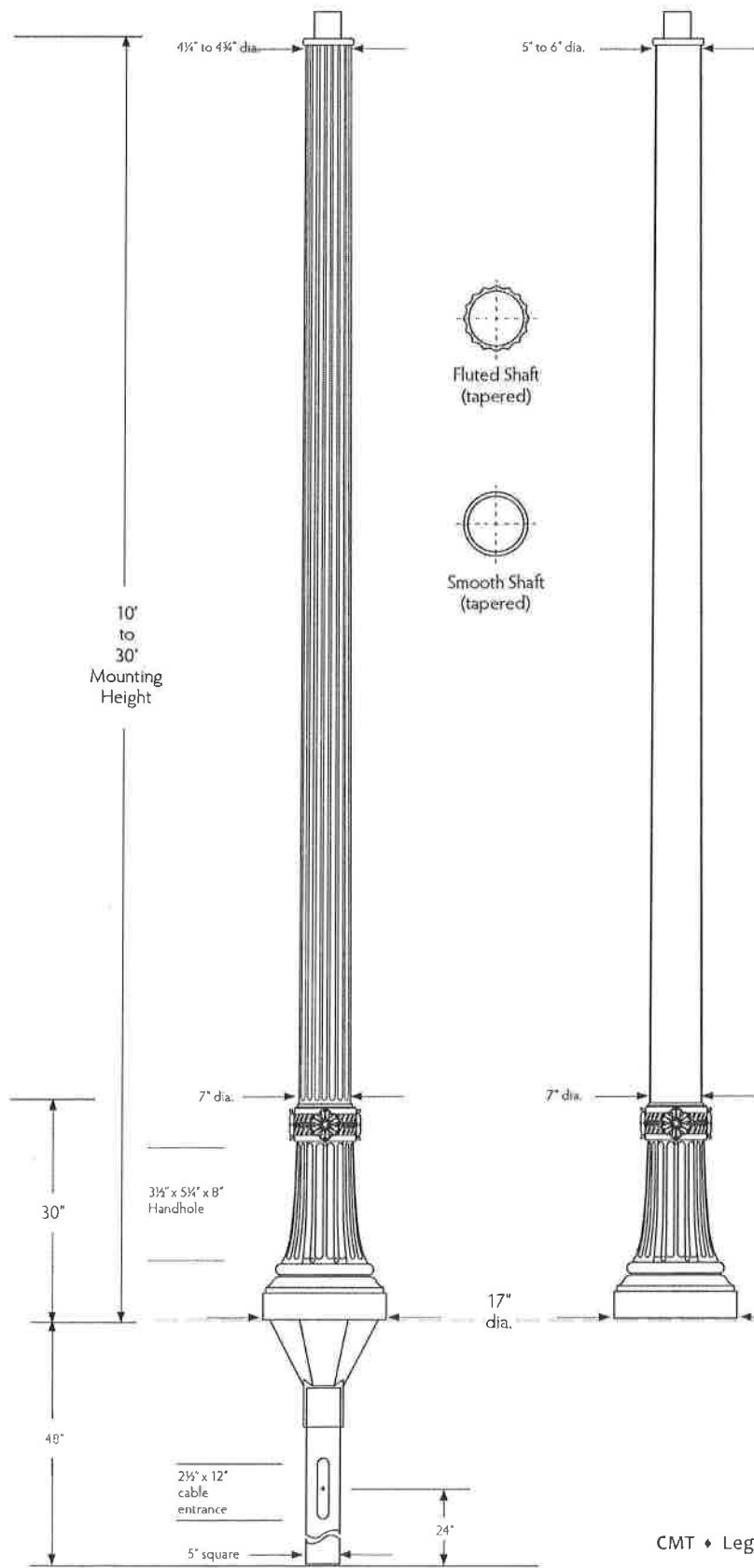
PLOTTED: March 28, 2017
FILE: N:\16050000-16050001\Drawings\16050000-16050001-16050001.dwg

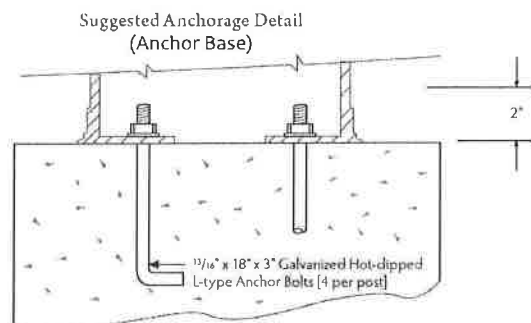


17" Promenade Style, 17" x 30"



- ❖ Fiberglass reinforced composite, virtually maintenance free
- ❖ One-piece construction, non-conductive
- ❖ Superior wind, loading, and environmental tolerance
- ❖ Anchor Base or Direct Burial mounting
- ❖ Smooth or fluted tapered shafts
- ❖ Standard or architectural colors available, or any color can be matched
- ❖ Gloss or semi-gloss finishes standard; aggregate and custom finishes available
- ❖ Mounting heights of 10 to 30 feet
- ❖ Standard 3" x 3" dia. aluminum tenon for luminaire mounting (2 3/8" also available)





OPTIONS

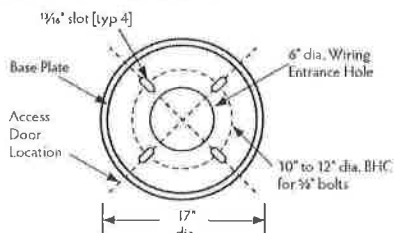
Weatherproof **receptacle** mounted 12" from top of pole, 90° clockwise from handhole: add "GFI" to the catalog number.

Banner arms, flag brackets, luminaires, and other attachments are available. Contact plant.

Decorative Twin-Fixture Crossarm (Catalog number LDBH-2) add "A1" to pole catalog number.

Detachable **Composite Burial Foot** permits direct burial of foot prior to mounting. Contact plant.

17" Promenade Anchor Bolt Pattern Detail



How to Order

Series: L=Legacy

Installation	Finish	Tenon	
A=Anchor Base B=Direct Burial	S=Smooth T=Textured E=Exposed Aggregate	T238=2 3/4" T300=3"	
LPR17 A 12.5 - S - 3 - T300 - F			
Style Name PR17= 17" Promenade	Mounting Height (ft.) 10' to 30'	Color 2=Dk Bronze 3=Black 6=Green 0=Specify (supply color chip with order)	Shaft S=Tapered Smooth F=Tapered Fluted

How to Specify

Description: The pole shaft and base (and internal mounting flange) shall all be molded of non-corroding fiberglass reinforced composite, pigmented throughout, and finished in the same color as specified. The (fluted) shafts shall be tapered and formed with 16 flutes separated by semi-flat ribs. The (smooth) shafts shall be centrifugal cast with a smooth, tapered surface. The base shall be shaped similar to CMT 17" Promenade style LPR17A (anchor base) / LPR17B (direct burial).

Dimensions: The pole shall be 10 to 30 feet mounting height with a 17-inch diameter base. A 3" diameter by 3" high aluminum tenon shall be provided for luminaire mounting. (Direct Burial) The direct burial foundation shall be 48" overall length and provided with a 2.5" x 12" conductor entrance centered 24" from the bottom of the direct burial base. (Anchor Base) The internal mounting flange shall be provided with four 1/4" slots to accommodate 4 anchor bolts 1/2" x 18" x 3" in a 10" to 12" bolt circle.

Construction: The shaft shall be round with a uniform taper along the fluted (smooth) shaft. A handhole with a weather resistant cover shall be provided in the base for wiring access and (if anchor base) anchorage. The opening shall be no smaller than 3.5" wide at the top by 5.25" at the bottom by 8" high. The cover shall be made of fiberglass reinforced composite and shall bear the manufacturer's name. The cover shall be attached with 3 stainless steel flat countersunk hex socket head screws. Threaded inserts shall be incorporated in the pole base.

The (anchor base) mounting flange shall be molded in one piece of fiberglass reinforced composite with a minimum thickness of 1/2" and shall be permanently bonded flush to the bottom of the base. Each pole shall be finished with a weather resistant polyurethane having a minimum dry film thickness of 1.5 mils.

EPA and Wind Rating

CMT 17" Promenade style poles are engineered to withstand at least 100 mph wind forces, with luminaires up to 6.2 EPA (sq. ft.) weighing up to 150 pounds. Many other loading options are available. For other loading requirements, contact the plant.



145 Wood Street, Estill, SC 29918
803-625-3131 • 800-416-4276 • Fax: 803-625-4722
www.cmt-poles.com

All dimensions and specifications nominal, and subject to change without notice or obligation. Please contact plant before site preparation begins.

DESCRIPTION

The ACN-C/ARC-C/CLB-C Cutoff Generation Series is the marriage of traditional shapes and contemporary styling. The CVL optical systems achieve an IES cutoff classification while providing excellent performance and uniformity. Its styling blends well in many settings - downtown streetscapes, roadways, residential neighbor hoods and city parks.

Catalog #	Type
Project	
Comments	Date
Prepared by	

SPECIFICATION FEATURES

Construction

HOUSING: Heavy-duty cast aluminum housing and removable door 3G vibration tested to ensure strength of construction and longevity in application. A single quarter turn fastener on the removable door provides tool-less access to the electrical compartment, terminal block and the optional internally mounted photocontrol receptacle for ease of installation and maintenance. **CAGE ASSEMBLIES:** Cage assembly uprights and medallions are manufactured of heavy-duty cast aluminum and mounted to the exterior of the base housing via four stainless steel fasteners. Cage rings constructed of extruded aluminum and finished to match housing. **TOPS AND FINIALS:** Choose from three spun aluminum tops and four cast aluminum finials for customized fixture style. All hard mount tops are made of heavy-duty spun aluminum. Select spun tops offer top access for tool-less entrance into the lamp compartment during relamping or maintenance.

Electrical

HID ballast assembly mounted to a tool-less removable tray with quick disconnects for ease of installation and maintenance. Wide tool-less access door provides ample hand and tool room for terminal block and plug-in starter access. Available with HID sources up to 400W metal halide or 250W high pressure sodium.

Optical

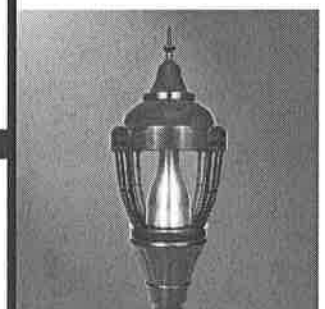
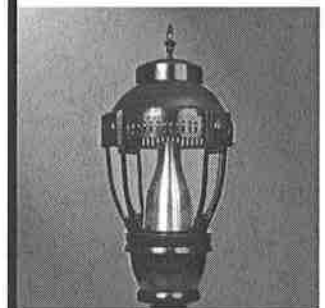
GLOBE: Clear injection molded lighting grade acrylic lens ensures long lasting optical clarity and resistance to the gradual discoloration that results from exposure to sunlight or UV radiating sources. **REFLECTOR AND CHIMNEY:** Generation Series CVL cutoff luminaires equipped with multifaceted, precision formed Type III Cutoff or Type V Cutoff optical systems. Chimney housing electrical components supplied standard with a brushed aluminum finish or with an optional matte black or copper anodized finish.

Mounting

Base casting slipfits over a standard 3" O.D. tenon and secured via four stainless steel allen head fasteners. 3G vibration tested.

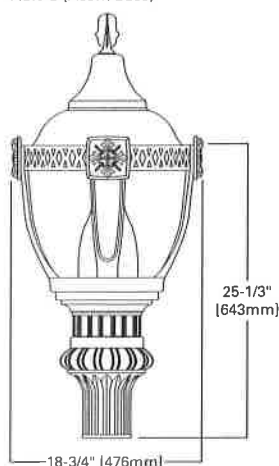
Finish

Cast and spun components finished in a five-stage premium TGIC polyester powder coat paint, 2.5 mil nominal thickness for superior protection against fade and wear. Consult your Streetworks representative for a complete selection of standard colors include black, bronze, grey, white, dark platinum, graphite metallic and hartford green. RAL and custom color matches available.

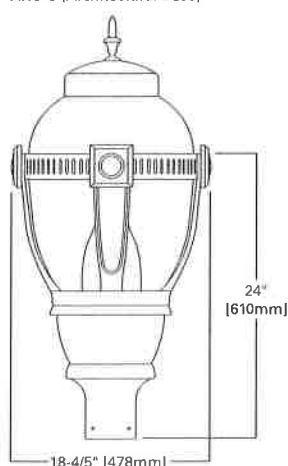


DIMENSIONS

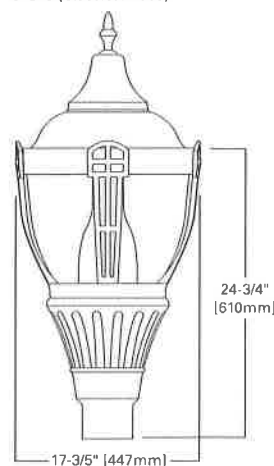
ACN-C (Acorn Base)



ARC-C (Architectural Base)



CLB-C (Classical Base)



ACN-C/ARC-C/ CLB-C CUTOFF GENERATION SERIES

50 - 400W

Pulse Start Metal Halide

High Pressure Sodium

Metal Halide

DECORATIVE POST TOP
LUMINAIRE

EPA
Effective Projected Area:
2.1

SHIPPING DATA
Approximate Net Wt:
50 lbs. (23 kgs.)



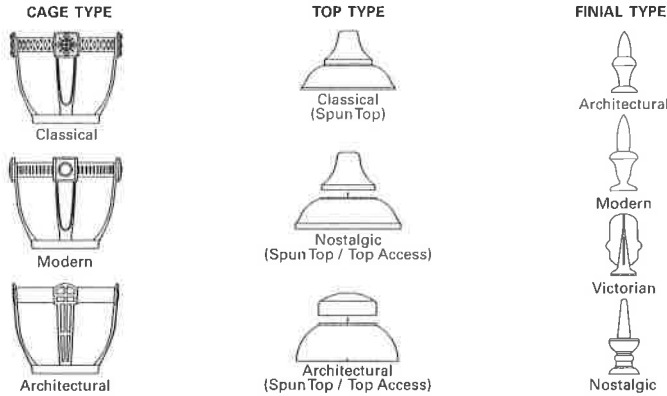
56

Cooper Lighting

by **E.T.N**

ADW141660
2014-06-26 08:07:12

CONFIGURATIONS



ORDERING INFORMATION

Sample Number: ACN25MWW5C143BK

Product Family	Lamp Wattage	Lamp Type ⁴	Ballast Type ⁴	Voltage ⁴	Refractor Type	Cage Type	Top Type	Finial Type
ACN=Acorn Base ARC=Architectural Base CLB=Classical Base	Pulse Start Metal Halide ¹ 70=70W 10=100W 15=150W 25=250W 32=320W High Pressure Sodium 50=50W 70=70W 10=100W 15=150W 25=250W Probe Start Metal Halide ² 17=175W 25=250W 40=400W ³	P=Pulse Start Metal Halide S=High Pressure Sodium M=Probe Start Metal Halide	H=Reac./HPF K=10kV CWA ⁴ N=Hi.Reac./NPF P=Hi.Reac./HPF R=Hi.Reac./NPF ⁴ W=CWA	2=120V 0=208V 4=240V 7=277V 8=480V 9=347V W=Multi-Tap wired 120V N=Multi-Tap wired 277V	3C=Type III Cutoff 5C=Type V Cutoff	Classical 1=Classical A=Classical Sun Gold B=Classical Antique Gold C=Classical Colonial Bronze Modern 2=Modern D=Modern Sun Gold E=Modern Antique Gold F=Modern Colonial Bronze Architectural 3=Architectural G=Architectural Sun Gold H=Architectural Antique Gold J=Architectural Colonial Bronze X=None	1=Acorn 2=Modern 3=Victorian 4=Classical 6=Nostalgic (Top Access) 7=Architectural (Top Access)	1=Victorian 2=Modern 3=Architectural 4=Nostalgic X=None
Color	Options (Add as Suffix)				Accessories (Order Separately)			
AP=Grey BZ=Bronze BK=Black DP=Dark Platinum GN=Hartford Green GM=Graphite Metallic WH=White	CEC=California Title 20 Compliant Ballast (Applies to 175-320W Pulse Start Metal Halide Only) 1=Single Fuse (120, 277 or 347V. Specify Voltage) 2=Double Fuse (208, 240 or 480V. Specify Voltage) 4=NEMA Photocontrol Receptacle A=Twistlock Globe R=Downlight Reflector L=Lamp Included C=Copper Accents ⁷ U=UL/CSA Listed Y=Black Chimney HS=House Side Shield				MA1220=House Side Shield - Cutoff			

NOTES:

- Medium-base socket standard for up to 150W Metal Halide.
- Probe Start Metal Halide available for non-US markets only (175-400W).
- 400W Metal Halide requires reduced jacket ED-28 lamp. Not Available in 480V.
- Refer to the technical section for lamp/ballast/voltage compatibility.
- Available 50-150W, 120/240V or single voltage only.
- Available in 120V only.
- Chimney and access top finished in copper.



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section: Discussion Items (9:15 p.m. - 10:05 p.m.)

SUBJECT

Facility Planning Update (30 minutes)

Motion #

Discussion Only, Scheduled for Action on 5/1/17

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

City Administrator Nicholson will provide an update on City Facility Planning. A briefing report will be presented to Mayor, Council and residents at the meeting.

Next Steps:

A motion authorizing City staff to proceed with the \$7.7M renovation of 3505 Hamilton Street for the relocation of the Police Department will be on the action agenda for May 1.

Fiscal Impact:

\$7,743,743.00

City Administrator Comments:

Recommend Support

Community Engagement:

Community outreach will be scheduled during the course of the project.

Strategic Goals:

Goal 2 - Ensure the Long-Term Economic Viability of the City

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: April 26, 2017

Submitted by: Jim Chandler

Submitting Department: Administration

Item Type: Purchase

Agenda Section: Discussion Items (9:15 p.m. - 10:05 p.m.)

SUBJECT

Enterprise Resource Planning (ERP) System Procurement (20 minutes)

Motion #

Discussion Only, Scheduled for Action on 5/1/17

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo - ERP System - Final.pdf](#)

[RFP# CED06092016 ERP Solution Posted.pdf](#)

[ERP Amendment 1 - Questions and Answers Final.pdf](#)

Summary Background:

City Staff will provide the City Council with a detailed summary of the solicitation and procurement of an Enterprise Resource Planning (ERP) system for the City of Hyattsville, and includes a recommendation for awarding a contract for services.

For several years, the National Government Financial Officers Association (GFOA) has encouraged cities across the country to replace financial management systems with ERP systems to reduce costs, improve efficiencies and make more informed financial decisions. An ERP System was proposed during the FY13 budget cycle, however it was not actively pursued. In FY15, the procurement of an ERP System was presented as a Council budget priority. In February, 2016, the City Council, through Motion #30-02-16, authorized as a separate work order for the City's current IT service provider, Dataprise Inc. to assist the Staff in conducting a needs assessment and develop requirements that could inform a Request for Proposal for the selection of an ERP System and provider.

Next Steps:

The City Administrator is proposing that Dataprise Inc be scheduled for a presentation to the City Council at a date to be determined.

Fiscal Impact:

Funding for this item will be requested in the FY2018 Budget

City Administrator Comments:

Recommend Support

Community Engagement:

The procurement of an ERP system has been a priority of the City Council since 2013.

Strategic Goals:

Goal 4: Foster Excellence in all City Operations

Action 4.3 – Utilize data, technology and best practices to develop and implement proactive, problem solving strategies and services.

Legal Review Required?

Pending



Memo

To: Mayor and Council

From: Tracey Nicholson, City Administrator

CC: Jim Chandler, Director, Community and Economic Development
Ron Brooks, City Treasurer
Julius Wiggins, Contracts, Grants & Procurement

Date: April 21, 2017

Re: Enterprise Resource Planning (ERP) System Procurement

This memorandum provides the City Council with a detailed summary of the solicitation and procurement of an Enterprise Resource Planning (ERP) system for the City of Hyattsville, and includes a recommendation for awarding a contract for services.

Background

For several years, the National Government Financial Officers Association (GFOA) has encouraged cities across the United States to replace financial management systems with ERP systems to reduce costs, improve efficiencies and make more informed financial decisions. An ERP System was proposed during the FY13 budget cycle but was not included in the approved budget. In FY15, an ERP System was again presented as a Council budget priority. In February, 2016, the Council, through Motion #30-02-16, authorized a separate work order for the City's IT service provider, Dataprise Inc. to assist the Staff in conducting a needs assessment and develop requirements to inform a Request for Proposal for the selection of an ERP system provider.

What is an ERP System and Why is it Needed?

An ERP System integrates operations and functions into a single IT system so that governing bodies and employees can be more efficient and make data-driven, financial and programming decisions by viewing enterprise-wide information across departments on business and financial operations. ERP systems are used to:

- Integrate and automate internal processes and information systems;
- Streamline processes, gain efficiencies, improve productivity and accountability;
- Provide a real-time view of core business, programming and financial data;
- Allow for the reliance on a common data base to make timely and accurate information available to stakeholders.

Request for Proposal:

The City issued a Request for Proposal (RFP) on June 9, 2016 and by July 27, 2016 received 10 responses. The Review Panel evaluated each of the responses and recommended the Top-4 firms proceed to interview. The interviews allowed the firms to present and demonstrate their product and suite of services. The Staff evaluated the firms on their ability to provide a comprehensive ERP solution that responds to the identified requirements, and can best integrate existing processes and programs to reduce disruption in services and costs. A second round of interviews was conducted with the Top-2 firms.

Required Functions/Capabilities:

The scope of services/requirements included a solution that could consolidate and/or integrate existing systems where possible and streamline business processes. The components of the ERP solution and requirements included:

- Financial management applications
 - Payroll
 - Accounts Payable
 - Account Receivable
 - Electronic Time Keeping
 - Cashiering / Credit Card Payment
 - Fixed Assets
 - Budgeting
- Human Resources Management
 - Applicant tracking
 - Recruitment
 - Performance evaluations
 - Benefits administration
 - Training and Development
 - Employee self-service portal
 - Travel and expense management
- Built-in and Customizable Reporting
- Customer Service Management Interface
- Contracts Management
- Grants Management
- Procurement / Purchasing
- Workflow / Electronic Approvals
- Centralized Work Order / Ticketing System
- Electronic Documents Management
- Forecasting
- Centralized Activity Tracking
- Facilities Maintenance
- Fleet Maintenance
- City Capital Projects Tracking
- Development Review & Tracking

RFP Responses

On July 28, 2016, the City opened the submitted proposals and reviewed them for basic requirements including the completion of all required documents.

Firm	Address	Minimum Requirements Met
Martha Systems LLC	6 Nelson Drive Medford, NJ 08055	Minimum Requirements was met
i Dataprise, Inc.	9600 Blackwell Road, Fourth Floor Rockville, MD 20850	Minimum Requirements was met
t Ameri100 Inc.	100 Canal Pointe Blvd, STE 108 Princeton, NJ 08540	Did Not met Minimum Requirements
e Edmunds & Associates	301A Tilton Road, Northfield, NJ 08225	Minimum Requirements was met
E KTL Solutions	5119 Pegasus CT. STE T Frederick, MD 21704	Minimum Requirements was met
v Adhvan Corporation	One Research Court, STE 250 Rockville, MD 20850	Minimum Requirements was met
a Tyler Technology	5519 53 rd Street Lubbock, TX 79414	Minimum Requirements was met
u KloudData Inc.	8815 Centre Park Drive STE 320 Columbia, MD 21045	Minimum Requirements was met
a Improvement Interactive	5215 N. Sabino Canyon Road Tucson, AZ 85750	Minimum Requirements was met
o nElosophy, LLC	3130 Executive Pkwy 2C Toledo, OH 43606	Minimum Requirements was met

C

Criteria

- Understanding of Requirements
- Technical Solution and Approach
- Staffing and Qualifications
- Firm Experience, References and Capabilities
- Price

Technical Proposal Analysis & Evaluation

The proposals were distributed and evaluated independently. The Staff confirmed that all firms were “In Good Standing” with the State of Maryland and after a thorough analysis, the Panel recommended the following four (4) firms participate in the in-person presentations and interviews:

- Dataprise Inc.
- Edmonds Associates
- Tyler Technologies
- Adhvan Corporation

Presentation & Interview Evaluations

In February, 2016, the top-4 firms provided the City with 60-90 minute in-person presentations which included an ERP overview, network security overview and details of their capabilities and services. Following the presentation and interviews, the Staff completed reference checks of the existing and former clients of each of the firms. The Review Panel then ranked the firms and scheduled follow-up interviews with the Top-2 firms.

Presentations/Demonstration Evaluation Criteria:

- System capabilities
- Core services
- User Friendliness
- Ability to Integrate Current Systems
- Program Offerings and Platform

Assessment of Top-2 Firms

Tyler Technologies and Dataprise were selected as the top 2 firms.

- **Tyler Technology** has many of the required and desired functions as a “turn-key” system.
 - Their Incode General Ledger is the heart of their financial applications suite and provides comprehensive flexibility and control of financial transactions. Incode is a sequel database designed to support cities. Their software has 10 features, Technology Platform, Database management using Microsoft SQL, and Modular integration-extensive collection of applications.
 - Tyler’s Incode Personnel Management Suite provides an Employee Self Service portal, time and attendance and applicant tracking interface.
 - Tyler hosts continuing education of their products and services through online applications and Tyler University.
 - Their Energov Product Suite allows for permitting and Land management, rental property management and land management. Tyler also has a maintenance management suite and has over 20 government clients in Maryland.
 - Tyler’s system security includes unique user log-in credentials each session, user information is pulled from the Windows domain and checked against the database, user information is queried against the Active Directory structure and the system can isolate single machines to exclude from the network. The system security also includes secure digital signatures with encryption for automated check signing, allows viewing of proprietary signature by authorized personnel only, multiple authorizations on single forms to ensure accountability in check disbursements.
 - Tyler does not have a recreation package system that can be integrated, or a customer service and service request application for public interface. They also did not have a system that could integrate document and contract management. While Tyler was priced significantly less, they did not afford the City with a customizable product that could adapt real-time to meet future needs.

- **Dataprise** proposes the use of a Microsoft Sharepoint platform that supports robust document management from folders to metadata to version history.
 - Dataprise presented a scalable networked system which allows for their product and services to be customizable by application and price to incorporate existing processes.
 - Dataprise's proposed suite of core networked products includes Serenic Navigator Accounting (powered by Microsoft Dynamic NAV), Asset Guardian for fleet and facility maintenance/management and Lanteria for Human Resources management functions.
 - The system is proposed to integrate to a dashboard performance reporting module, Microsoft Power BI, one of their most robust systems will allow for real-time reporting, interactive and customizable dashboards, historical trending and predictive analysis. The network would allow several existing City third-party applications that can be integrated. This includes the City's website hosted by Civic Plus and Time Guardian for time clock functionality.
 - Dataprise's platform is flexible, scalable and can integrate with the website.
 - Dataprise provides 24x7 access, a collaborative on-boarding process, continuous training and the ability to adapt as technology evolves.
 - Dataprise is proposing a replicated multi-location server to host the system
 - Dataprise can meet all the city's needs, but each product¹⁸⁰ would need to be purchased separately. This allows the package to be modular and costs to be sequenced as needed.
 - There are two aspects to externally secure the Dataprise ERP solution: The City is currently using a high availability pair of Dell SonicWALL NSA units. These are enterprise level firewalls with many advanced security features and they already provide border control for the City's network. The second aspect is that the Office 365 environment where the other portion of the ERP systems would reside. Currently, the City utilizes the office 365 platform for email. Dataprise would expand this to include additional services from Power BI & Sharepoint. Office 365 is designed not only to be compliant for government, but also meets all the requirements for HIPAA and SEC compliance as well as many others. Dataprise, despite being an IT company and therefore capable of running an in-house email system, uses Office 365 due to the compliance and resilience that it affords organization.

Client List/References

Firm	Clients
Tyler Technologies	• City of La Plata, Maryland • Town of Denton, Maryland • Town of Berlin, Maryland • Pocomoke City, Maryland
Dataprise	• Virginia Railway Express (VRE) • American College of Cardiology

- The Corporation for Enterprise Development
- Town of Cheverly, Maryland
- Occupational Safety and Health Review Commission

ERP Solution Investment Summary

Enterprise Resource Planning Solution Investment Summary							
Vendor	Year 1 Cost	Annual Cost	Total 1 Year	Total 2 Year			
Tyler Technologies	307,470.00	64,489.00	371,959.00	64,489.00			
Vendor	Year 1 Cost	Annual Cost	Total 1 Year	Total 2 Year			
Dataprise (Software)	125,700.00	-	125,700.00	44,760.00	Dateprise includes: Power BI- Admin w Recurring Fee Assumes 20 admins Annual licensing increase of 5%		
Dataprise (Service-Based)	571,419.00		571,419.00				
			697,119.00				
Recommendation	Firm	Year 1 Contract Award	Year 2 Contract Award	5-Year Projections with 5% increase	10-Year Projections with 5% increase	15-Year Projections with 5% increase	15 Year cost + Year 1 cost = Total Cost
1st Choice	Dataprise	697,119	42,360	222,390	444,780	667,170	1,364,289
2nd Choice	Tyler Technologies	371,959	64,489	338,567	677,135	1,015,702	1,387,661

Contract Award Recommendation

Over the past 10-months, the City of Hyattsville has completed one of the most thorough solicitation processes for any service procured by the City. We have reviewed the written proposals, assessed the capabilities of the top firms and evaluated the suite of services that would offer the most value and benefit to the City. The Staff, after a lengthy review and analysis recommends **Dataprise Inc.** as our Enterprise Resource Planning Services provider.

Dataprise Inc. suite of services provides a customizable and adaptable system that can respond to the current and future needs of a growing community. The integration of the Dataprise system will allow for the management of information and data which will contribute to the strategic visibility and overall fiscal and operational health of the City by eliminating redundancy, lowering costs long term, and increasing productivity.

The Staff is proposing Dataprise be scheduled for a presentation to the City Council at a date to be determined.

Other Background Information:

RFP Solicitation Schedule

June 9, 2016: Solicitation Issued
June 22, 2016: Pre-bid Conference
July 11, 2016: Submissions due
July 28, 2016: Bid Opening & Evaluation period commences
October 6, 2016: Top 3 firms selected to interview
November 2-3, 2016: Interview of top 3 firms
November 7, 2016: ERP Interview Debrief
December 12-15, 2016: ERP Second interview
February 9, 2017: Top-2 firms selected for second interview
April 20, 2017: Evaluation period concludes and recommendation drafted
April 26, 2017: City Council (Discussion Item)
May, 2017: Recommended-- Firm Presentation to Council
May, 2017: Request for Council Approval (Discussion/Action)

RFP Review Panel

The following staff members participated in the evaluation and interview process:
Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Jim Chandler, Assistant City Administrator and Director of Com & Economic Development
Laura Reams, City Clerk
Jake Rollow, Director, Community Services
Lesley Riddle, Director, Public Works
Vivian Snellman, Director, Human Resources
Rich Hartnett, Sergeant/Technical Services Manager, Police Department
Julius Wiggins, Supervisor, Contracts, Grants & Procurement
Sandra Fuentes, GIS Technician
James Fahnbulleh, IT Manager
Additional Staff members participated in areas of subject matter expertise

June 9, 2016

RFP#CED06092016



City of Hyattsville – RFP



Request for Proposal

Enterprise
Resource Planning
(ERP) Solution

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

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REQUEST FOR PROPOSAL

INTRODUCTION AND BACKGROUND

The City of Hyattsville is a Smart-Growth community making it a prime candidate for assistance offered by the State of Maryland and the Federal Government for investment. Hyattsville is located only one mile from Washington DC and is approximately 2.7 square miles of historic and urban residential, commercial, industrial and high-density mixed-use residential/commercial/office and development. The City of Hyattsville has convenient access to transit and transportation options for residents and visitors. We are located on the Metro's Green and Yellow line, served by two stations: West Hyattsville and Prince George's Plaza. In addition to Metro, the City is traversed by an excellent network of roads, buses, freight transportation, and rail services including THE BUS, AMTRAK, and MARC. We are also located near the region's three airports: Baltimore Washington International, Reagan National (accessible via Metro) and Dulles.

The City of Hyattsville, Maryland invites sealed responses to this Request for Proposal (RFP) #CED06092016, for the procurement of an Enterprise Resource Planning (ERP) solution to improve communication and access to cross-departmental information required to provide the highest level of service to the City's residents. The purpose of this solicitation is for the City of Hyattsville to select one (1) Contractor that demonstrates the ability to provide a comprehensive ERP solution customized to match the existing processes and procedures currently employed by City representatives. The City intends to select one proposal, negotiate terms, and execute a comprehensive agreement.

DEPARTMENTS

The City has approximately 100 employees amongst 8 separate departments:

Department	Approximate Employee Count
City Clerk	2
Finance/Office of the Treasurer	3
Human Resources	1
Community and Economic Development (CED)	12
Community Services	9
Public Works (DPW)	35
Police Department	55
Other/Administrator	5

APPLICATIONS

The following applications are in use across the organization:

Function/System	Current	Scope
Financials (GL, AP, AR, Payroll)	ADS ProFund	Replace with ERP
Cashiering (Cash/Revenue Collection and Management)	Paper-based (need to confirm)	Replace with ERP
Budget	Microsoft Office Suite (Excel)	Replace with ERP
Fixed Assets	Excel, ADS ProFund	Replace with ERP
Time keeping	Excel	Replace with ERP

Function/System	Current	Scope
Time keeping (PD)	Custom web application only used by the police department (developed internally by the Police Department)	Replace with ERP
Time clock	Time Guardian, only used by the department of public works	Integrate or replace with ERP
Inventory	Excel, FacilityDude, Dossier	Replace with ERP
Human Resources	Microsoft Office Suite, paper documents	Replace with ERP
Permitting	Excel	Replace with ERP
Code Compliance	Comcate	Replace with ERP
Business License	Comcate	Replace with ERP
Parking Compliance	Duncan Solutions	Integrate with ERP
Contract Management	Microsoft Office Suite, paper forms/documents	Replace with ERP
Grants Management	Microsoft Office Suite, paper forms/documents	Replace with ERP
Procurement/Purchasing	Microsoft Office Suite, paper forms/documents	Replace with ERP
GIS	ESRI ArcGIS	Integrate with ERP
Fleet Management	Dossier	Replace with ERP
Facility Management	FacilityDude	Replace with ERP
Agenda Management	Granicus solutions, Trello	Integrate or replace with ERP
Document Management	File server, paper documents in filing cabinets	Partially replace with ERP

RFP SOLICITATION SCHEDULE

These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

RFP Solicitation Schedule:

June 09, 2016:	Solicitation release
June 22, 2016:	Submission of questions for clarification
July 11, 2016:	City provides answers to questions
July 27, 2016:	Submissions due at 4:00pm
August 03, 2016:	Vendor clarifications/BAFO, if necessary
August 31, 2016:	Final vendor selection

OBJECTIVE

The objective of this solicitation process is for the City of Hyattsville to procure an Enterprise Resource Planning (ERP) solution that improves access to critical data, allows for managed information sharing between departments and divisions, and assist the municipal management with data analysis for the purposes of improving their strategic visibility into the overall fiscal and operational health of the City. The goal is to improve organizational productivity by increasing efficiency in business activities and processes, as well as make timely and accurate information available to all of the City's stakeholders (e.g., City employees, vendors, council 71

members; residents; business owners; rental parties such as property owners, landlords, and renters). The project will require the design, architecture, and implementation of the solution, including integration with existing vendor applications, State or Federally-provided systems, on-going application support, and development of training materials and courses for end users.

Currently, each department work with siloed, legacy applications and vendors. The following lists significant challenges identified:

- Lack of readily available data (e.g., reporting and metrics)
- Each department lacks adequate visibility of their own budget
- Many of the City’s routine processes and activities are labor intensive (e.g., inefficient time reporting, procurement, contracts, grants, permit, and report and metric processes)
- Lack of a centralized enterprise solution to support the City’s business processes across all departments
- Not utilizing the full capabilities of existing systems (e.g., ADS ProFund HR module, Comcate)

SCOPE OF PROPOSAL

The City seeks a comprehensive Enterprise Resource Planning (ERP) solution and/or supporting integrated systems that best meet the City’s needs outlined in this section.

The ERP solution should consolidate and/or integrate systems where possible and streamline business processes. The components of the ERP solution should include:

- Common financial management applications
 - Payroll
 - Accounts Payable
 - Account Receivable
 - Electronic Time Keeping
 - Cashiering / Credit Card Payment
 - Fixed Assets
 - Budgeting
- Human Resources Management
 - Applicant tracking
 - Recruitment
 - Performance evaluations
 - Benefits administration
 - Training and Development
 - Employee self-service portal
 - Travel and expense management
- Built-in and Customizable Reporting
- Contracts Management
- Grants Management
- Procurement / Purchasing
- Workflow / Electronic Approvals
- Centralized Work Order / Ticketing System
- Electronic Documents Management
- Forecasting
- Centralized Activity Tracking
- Facilities Maintenance
- Fleet Maintenance
- City Capital Projects Tracking
- Development Review & Tracking

The following subsections detail the solution requirements and are organized by department. Each requirement has a priority ranking assigned that indicates the necessity of each requirement:

Priority Ranking	Description
High	A mission critical requirement; required for next release
Medium	Supports necessary system operations; required eventually but could wait until a later release if necessary
Low	A functional or quality enhancement; would be nice to have someday if resources permit

The following sections provide details on requirements and are intended to help clarify the responsibilities, functions, and services provided by each department, as well as the current tools and procedures utilized.

CITY CLERK DEPARTMENT

The city clerk has the following functions and responsibilities:

- City council support
- Agenda management and meeting minutes
- Public Information Inquires
- Voting liaison
- Records Management

The top applications used by the department are as follows:

- Granicus Agenda Management solutions (Agenda Management)
- Trello (Agenda Forecasting)
- Microsoft Office Suite

The following table identifies the functions, workflows, and requirements for the **City Clerk Department**:

Functions	Findings	Requested Capability	Priority
City Council Support / Agenda Management	▪ Uses primarily excel spreadsheets for tracking activities ▪ Tracks legislative actions – Motion tracking – Tracks legislative actions by fiscal year cycle – 125-190 motions per year ▪ Prepares and organizes the City council member's agenda (meetings) ▪ Uses Granicus Peak Agenda software to create and manage agendas ▪ Live streams of city council meetings can be accessed from the City's website ▪ Portions of Granicus software is integrated with the City's website	Document management, central repository with versioning, tracking changes, granular security capabilities where departments can access the desired documents (self-service)	High
Meeting Minutes	▪ Uses Live Manager module in Granicus ▪ Meeting minutes are stored in Granicus and on a shared drive ▪ A link to the access the minutes from Granicus is posted on the City's website	Document management, central repository with versioning, tracking changes, granular security capabilities where departments can access the desired documents (self-service)	High
Public Information Inquires	▪ The city receives on average about 45 public information requests per year, most information is public. – Documents – Emails containing certain subjects	Document management, central repository with versioning, tracking changes, granular	High

	– Video from PD body cameras ▪ The city clerk pulls the necessary information if they exist. – Paper documents in filing cabinets – Shared drive data – Emails – Video footage ▪ Requests are fulfilled if information exists (partial or full), some information may not be suitable for release. The city's attorney may review.	security capabilities where departments can access the desired documents (self-service)	
Voting Liaison	▪ Work with City board of supervisors elections (5 members) ▪ Manage administration of city council member elections every two years (elected for 4 years) and special elections ▪ Document management (excel spreadsheet based to track and manage) – Voter registration list – Outreach communication – Voting locations – Office documentation	Document management, Activity tracking	High
Records Management	▪ Record retention office – The city's various departments frequently request documents from the City clerk, this is labor intensive – Archive room on the 2nd floor – Retention policy was last updated in 1996 – Things are sent to offsite when running out of space ▪ Maryland state archives – Document retention management system ▪ What is in place ▪ When documents are due to be destroyed	Document management, central repository with versioning, tracking changes, granular security capabilities where departments can access the desired documents (self-service)	High

FINANCE/OFFICE OF THE TREASURER DEPARTMENT

The City Treasurer manages the Finance Department. This department's responsibilities include the following:

- Properly accounting and reporting of all financial activities of the City
- Providing financial information as one element in making policy and administrative decisions
- Preparing the City's annual budget
- Preparing the City's Comprehensive Annual Financial Report
- Preparing and distributing the City payroll
- Paying all City bills
- Investing City funds and debt service on bond issues
- Manages the City's expenditures
- Tax reporting

The top applications used by the department are as follows:

- ADS ProFund
- Microsoft Office Suite

The following table identifies the divisions and their functions within the department:

Finance Divisions	Functions
Accounting	▪ Time keeping ▪ Payroll ▪ Accounts Payable (AP) ▪ Accounts Receivable (AR) ▪ General Ledger
Contracts	▪ Contracts
Grants	▪ Grants
Procurement	▪ Purchasing
Treasury	▪ Budgeting and financial reporting

The following table identifies the functions, workflows, and requirements for the **Accounting Division**:

Functions	Findings	Requested Capability	Priority
Time Entry and Timesheets	▪ Excel-based timesheets are submitted by each employee to their respective department head on a biweekly basis via a hard copy ▪ Each department head reviews the timesheets and creates a compiled summary hours report using Excel ▪ The department head approves the timesheets by signing the hard copies and then forwarding the hard copies of the timesheets and summary report to Finance	Electronic time keeping	High
		Electronic review and approval process for time reporting	High
		Granular labor codes to account for exceptions (e.g., sick, vacation, over-time)	High
Payroll	▪ All employees are paid based on an 80-hour biweekly schedule ▪ Finance receives approved/signed timesheet hardcopies for each employee ▪ Finance enters in the information into the ADS ProFund software (adjustments are made for vacation, sick leave and other exceptions) ▪ Checks are printed using the ADS ProFund software to a special check printer ▪ Direct deposits is also an available option ▪ Paystubs are printed and sent out to employees every pay period	Payroll system integrated with an electronic time keeping	High
		Granular labor codes to account for exceptions (e.g., sick, vacation, over-time)	High
		Electronic Expense reporting / reimbursement	High
Accounts Payable (AP)	▪ Vendor data is stored in the AP module in ADS ProFund ▪ Each vendor is assigned a unique code ▪ Each department has access to the AP module to enter bills	Electronic process for reviewing and approving AP batches	High

	- AP batches are processed weekly by Finance: - AP entries are reviewed by Finance - Finance verifies that the correct account/fund is selected and that funds are available for payment - The most common account/fund used is the “General Fund” fund/account - The department head, finance and the City administrator all must approve the weekly AP batches prior to processing (i.e., signature files or hard copies of approved AP entries are kept in a file cabinet) - Invoices are kept in a file cabinet for about a year, then moved to an archive storage facility - Funds are withdrawn from thousands of accounts/funds in the system	Scan and store invoices electronically	High
Accounts Receivable (AR)	- The Finance Department receives all revenues due to the City, including the following: - Intergovernmental revenues - Real property taxes - Rental unit license fees - Business license fees - Traders and peddlers licenses - Temporary sales permit fees - Traffic and other fines - The City creates invoices using the ADS ProFund application - All funds (e.g., cash, checks, money orders) received by the City government are entered into the Cash Tracker module in ADS ProFund by Finance - Cash Tracker is also used for bank reconciliation - The City currently does not have the ability to receive credit card payments	Credit card payment processing	High
Purchase Order	- Each department currently does their own purchasing - Purchases over \$1,000 requires the City to obtain three quotes - Purchases over \$10,000 also requires approval by the City Council - A paper form is filled out by each department to initiate a PO request - The paper form requires review and signatures from the following parties: - Department Head - Grants/Contracts/Procurement Administrator - Treasurer - City Administrator – contracts over \$10,000 - After all required signatures, the PO is sent back to Finance for payment	Electronic procurement / purchasing review and approval process	High

The following table identifies the functions, workflows, and requirements for the **Contracts Division**:

Functions	Findings	Requested Capability	Priority
Contracts	- Each department director puts together a contract with a vendor for various purchases or services - Contract goes to the City Attorney (subcontractor) for review - City Attorney reviews and approves and sends it back to the Director - Director sends a contract package to Julius - Julius then checks ADS to see if funding is available from the proper account - Director indicates which funds/acct line item for funding - Julius reviews funds/accounts/line items with Finance - Then it gets sent to Ron Brooks the City's Treasurer for approval - Julius may reach out to the City Attorney for any questions; he doesn't see the contract first - The City Attorney only keeps a copy of a contracts over \$100,000 - Last year the City paid approximately \$170,000 in fees to the City Attorney - Due diligence/evidence to show that the contract is in best interest of the City - Over \$1,000 requires three bids/vendors - Over \$10,000 requires approval by City Council (12 City Council members, elected board members) - Council approves - Upon appropriate approval, finance department then issues payment	Electronic Contracts management / review and approval	High

The following table identifies the functions, workflows, and requirements for the **Grants Division**:

Functions	Findings	Requested Capability	Priority
Grants	- Julius reviews and researches available grants - Directors of each department also search for available grants - Each department applies for grants every 2-3 weeks - Putting a package together to apply for a grant (writing grant requests) - When a grant is approved, the grant goes to the City Council to approve into the budget - The grant funds are deposited into the proper fund/account - Some grants come with stipulations; they require progress reports on how the funding is being spent - Julius needs to know when a grant is up for renewal,	Electronic grants management system / review and approval	High
		Activity tracking	High
		Tracking and Reporting of Grant funded activities	High
		Automatic alerts when grants nearing renewal	High

	and right now he keeps this information in an Excel spreadsheet; he would like automatic notices of when grants are up for renewal ▪ Not many grants currently require reporting, but more that require it will be coming ▪ Law states that copies of POs and invoices need to be kept for seven years ▪ One year's worth of POs and invoices are kept onsite, then moved to storage	Ability to generate automated reports and notifications (e.g., quarterly reports to grant provider)	High
		Electronic storage of POs and invoices	High

HUMAN RESOURCES DEPARTMENT

The Human Resources Department oversees all recruiting, hiring, and personnel matters for the City of Hyattsville.

The top applications used by the department are as follows:

- Microsoft Office Suite
- No other applications used by HR

The following table identifies the functions, workflows, and requirements for the **HR Department**:

Functions	Findings	Requested Capability	Priority
General HR Management	▪ Responsible for the overall function of the Human Resources for the City – Addresses all HR, Legal, and EEO issues – Policy and procedure development and implementation – Benefit and salary surveys – Position description development and review – Update to and administration of employee benefits – Administers conditions of employment through the Personnel Manual – Administers the review and disciplinary actions as required – Responsible for adherence to the City's Grievance Procedure	Where appropriate, institute electronic tracking of the noted findings	High
Hiring	▪ HR performs the following hiring functions: – Posts jobs – Performs background checks – Performs initial interview – Conducts new hire orientation – Completes all HR-related paperwork – Enters employee data into an MD state database	Human Resource Management: ▪ Electronic application tracking and management ▪ Recruitment ▪ Benefits administration ▪ Travel and expense ▪ Employee self-service portal	High

Skills and Certifications Annual Assessments and Payments	- Employees receive additional bonuses for holding certain skills and certifications, which is currently being tracked and managed via an Excel spreadsheet: - Languages skills (e.g., Spanish) - Certifications for various skills	HR database, track employee training and development (e.g., schedules, status, certifications)	High
Performance Review	- This activity is also tracked via Excel - Quarterly notices that are due for performance reviews (could be automated) - PCN - payroll change notice (paper document)	Provide automatic 30-day notice that an employee is due for a performance review	High
		HR database with employee records (e.g., hire dates, DOB, demographics, performance review dates, service awards)	High
		System to track performance evaluation	High
Reporting	- No automated or efficient reporting tools currently in use by HR - Reporting is carried out using Microsoft Office Suite and paper documents	Standard and custom reporting capabilities	High
		Well defined and granular job/labor codes to accurately track employee time	High
		Ability to implement volunteer work/labor code; employees may have admin time for volunteer work	High

COMMUNITY AND ECONOMIC DEVELOPMENT (CED) DEPARTMENT

The Community and Economic Development department helps facilitate the following:

- The City's economic development
- Acquisition and administration of grant funding
- Manages local community planning
- Reporting on development work in the area
- Collect and map local assets

The top applications used by the department are as follows:

- Comcate (SaaS) – Used for managing code compliance
- ESRI ArcGIS – Used to map the City's assets
- Duncan Solutions (SaaS) – Used for managing parking compliance
- Microsoft Office Suite

The following table identifies the divisions and their functions within the CED Department:

CED Divisions	Functions
Code Compliance	Enforces the City's codes
Parking Compliance	Enforces parking compliance
Geographic Information Systems (GIS)	Maps the City's assets digitally
Community Development	Manages the City's development projects

The following table identifies the functions, workflows, and requirements for the **Code Enforcement Division**:

Functions	Findings	Requested Capability	Priority
Code Compliance	- There are currently three inspectors that perform the following functions: - Multi-family home inspections (e.g., apartment buildings) - Home rentals inspections - Inspect property maintenance and upkeep (e.g., defects, high grass, trash) - Inspect for code compliance (fire and life safety, appliances, sanitary conditions, egress and emergency exits) - Inspect businesses for code compliance - The Comcate (SaaS) web-based application/database is used to manage code enforcement and business licenses: - The Comcate system has been in use for about four years; the City would like to explore additional features and capabilities that they may not be aware of and would like to receive additional training on the system - Inspectors in the field use iPad tablets to access the Comcate web portal; a standalone app is not in use - There are occasional issues with pulling up the correct property address within Comcate; this is an ongoing pain point; Comcate pulls the data from the county and state databases which are not always accurate - The Comcate application can be accessed by inspectors from a tablet or laptop in the field, but code compliance and inspection forms cannot be printed during the inspection; this is a capability the inspectors would like to have - Business Licenses: - Business licenses are issued for one year, annual application - The fee is based on the business size and application - An application for a business license is available for download from the City's website; a hardcopy of the application must be submitted along with a cash or check payment via mail or in person to the City government office; online application submission and CC payment is currently not available - An inspector performs the initial inspection using a paper form and a copy is provided to the business; the inspector then provides the paper form to another person in the department who inputs the same information into the Comcate application. - The inspectors would like the option to use an electronic form on a laptop or tablet to directly input	Accurate lookup of property addresses in the system used to track Code efforts.	High
		Accurate property information (current owner)	High
		Integration with Police Department CAD database for specific information. When the police department's issues a nuisance or similar violation, the violation can be automatically available to the Code team. The Code team can then review trend and historical data of violations.	Medium
		The Comcate system currently is not providing notifications of when a business or rental license is up for renewal. The Code team would like the ability for citizens to be able to quickly view their license status, apply for or renew licenses online, and be	High

	the information into the system in real-time and provide an electronic copy of the inspection form/report via email; a hardcopy would be optional. ▪ Inspect egress and fire suppression systems ▪ Trash on the property ▪ Permits – Applications for permits can be downloaded from the City’s website – Completed applications are delivered by mail or in person to the city office – The City issues permits for street access, driveway construction/street apron, public parking, tree removal, and residential parking – The city is currently evaluating “Four,” a point of sale payment solution for permits and registration fees ▪ Comcate system does not always pull up the correct address in the system (pulls the data from the county and state databases which are not always accurate). The Comcate system is supposed to pull property information from the county database; however, the information is not always in sync (e.g., outdated property owner information) ▪ The Comcate system is not being fully utilized, and there are features and modules not in use; the City may want to explore existing capacities and receive more training on the system ▪ An administrative team member enters in the completed paper inspection forms and code violation notices into the Comcate system; this staff member also is responsible for issuing the formal violation notices	able to accept credit card payments.	
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The following table identifies the functions, workflows, and requirements for the **Parking Compliance Division**:

Functions	Findings	Requested Capability	Priority
Parking Compliance	▪ The City uses hardware and software solutions provided by Duncan Solutions (DS) to manage/enforce parking compliance ▪ DS provides the hardware (e.g., parking meters, handheld devices used for ticketing) and software, and handles the collection of fees and fines ▪ The application is accessed via a Citrix application portal(SaaS) ▪ Autosite software on handheld devices used by parking aids to issue tickets ▪ There are currently two full-time and one part-time parking aids ▪ Duncan Solutions will soon phase out providing and supporting the parking meter hardware; the City is currently looking for other providers ▪ Duncan's processing and backend functions work well. There are challenges with the ease and speed of information exchange with the county court system and Duncan solutions	More efficient and automated process for processing tickets, changing parking fines, and suspending tickets (most of process is paper based)	Low

The following table identifies the functions, workflows, and requirements for the **Geographic Information Systems (GIS) Division**:

Functions	Findings	Requested Capability	Priority
Geographic Information Systems (GIS)	- The GIS team utilizes ESRI's ArcGIS platform to provide GIS related integration and services for the City - ArcGIS Online - ArcGIS on premise applications - Used to map the City's assets (e.g., buildings, parking meters, trees) - Map the City's development projects - Trending property tax values based on location - Receives data and information from other departments via Excel file and paper documents	Central data repository that the GIS team can access to collect data needed for GIS related efforts. Data is currently provided to the GIS team from various sources and formats by the departments	High

The following table identifies the functions, workflows, and requirements for the **Development Division**:

Functions	Current Process	Requested Capability	Priority
Development	- The Development team is responsible for the following functions: - Track property tax revenues - Track and manage the City's development projects such as commercial and residential development projects; this effort is currently managed primarily using paper documents, Excel spreadsheets, and other various file formats that are in project folders on a file server (paper documents are stored in file cabinets located the City government office) - The City tracks the following development project phases: - Site review – Receives and reviews site plans provided; site plans may require changes and amendments, both minor or major - Permit – Issues necessary permits - Construction – Tracks construction - The City manages on average tracks two live development projects each quarter - The City does not have an efficient process to track development projects - Current efforts are managed by tracking and reviewing paper documents, Excel spreadsheets and other electronic data stored on a file server - Development data is not well organized: - Project documents - Grant related documents	Tool to track all phases of a development project in a centralized application and database	High
		Ability to quickly see the chronology of site plans (see changes)	High
		An automated notification message sent to the City administrator and major when a new business is opened in the City	Medium
		Ability store and track all activities for a development project (e.g., meeting minutes, timestamp of activities)	High
		A central database that stores data valuable to the City (e.g., number of parking spaces, unit counts for multi-	High

	– Site plans – Presentations – County resolutions ▪ Prince George’s county has a development tracking system that tracks site plans and can see resolutions	family dwellings); ability to cross reference data and produce reporting	
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COMMUNITY SERVICES (CS) DEPARTMENT

The CS department provides the City’s youth programs, services for seniors and people with disabilities, volunteer opportunities, communications and community outreach, and video and cable programing.

The following table identifies the divisions and their functions within the department:

Community Services Divisions	Functions
Communications and Video	▪ Informs residents with information regarding the City’s governance, operations, and activities
Volunteer Services	▪ Provides volunteer opportunities with the City’s various needs
Senior/Disability Services	▪ Provides seniors with assistance to various resources
Youth Programs	▪ Organizes programs for the City’s children and teens
Celebrations and Events Planning	▪ Organizes events

The following table identifies the functions, workflows, and requirements for the **Communications and Video Division**:

Functions	Current Process	Requested Capability	Priority
Communications and Video	▪ This division maintains and administers the City’s public website ▪ The City’s website is hosted by CivicPlus ▪ The City’s outreach effort is carried out using various methods (e.g., events, website, video, social media, cable TV, city paper) ▪ The City has a cable channel, and the channel shows City Council meetings live and on replay ▪ This division provides video streaming services; a link is posted on the City’s website ▪ These efforts are not centrally tracked or managed; currently using Office suite and paper documents ▪ Lack of real-time visibility to each department’s budget	Real-time access and better visibility to each departments own budget	High
		Electronic procurement / purchasing system	High
		New system should allow revenues received from subsidized events to go back into the appropriate fund/line item	Medium
		Track resident participation in city activities and be able to cross reference that with other interactions with the city (frequent users of city services)	High
		Organizational Budgeting tool	High

The following table identifies the functions, workflows, and requirements for the **Volunteer Services Division**:

Functions	Current Process	Requested Capability	Priority
Volunteer Services	▪ The City reaches out to the community, primarily schools and universities for volunteers to assist with various needs related to city services ▪ Some past volunteer efforts include: – Mapping of city's assets (e.g. trees) – Conducting surveys for the City – Senior surveys, tabulating results ▪ Currently this effort is being managed using the Microsoft Office suite and paper documents. ▪ Need a system to manage and track volunteer efforts ▪ Typed up summary reports of volunteer efforts are shared with other departments on average 2-3 times per month ▪ The City's volunteer program saves the City money by offsetting burden or work to paid staff	A system to be able to centrally manage and track the City's volunteer efforts. Track volunteer hours	High

The following table identifies the functions, workflows, and requirements for the **Senior/Disability Services Division**:

Functions	Findings	Requested Capability	Priority
Senior / Disability Services	▪ This division provides assistance to seniors and people with disabilities ▪ The City provides bus services for seniors ▪ Refer people to appropriate resources for various assistance: – Medical resources – Housing resources ▪ This division coordinates and organizes activities for seniors: – Ageless grace program for seniors every Wednesday and Fridays – Movie nights ▪ The costs for some programs and events are subsidized by the City (For example, if the department organized a movie night for seniors and the theater charges \$10 per ticket, the City will prepay for the tickets at \$10 per ticket. The cost for the tickets will then be deducted from the appropriate fund/line item. The department will later recoup 50% of the cost by charging the attendees the subsidized price of \$5 dollars per ticket. However the money recouped from the subsidized ticket sales is not added back to the same fund/line item. It is recorded and placed back in the City's general fund. So the actual cost of the event is not accurately reflected in the fund/line item.)	Real-time access and better visibility to each departments own budget	High
		Online reservation system for bus services for seniors	Medium
		Ability to centrally access and manage emergency contact information for seniors	High
		A system that can provide automated notifications and reports	High
		Electronic procurement / purchasing system	High

	▪ Spending for unrelated items is sometimes lumped together under the same category or line item ▪ Grant money received for the City's various departments and programs is sometimes not communicated to the department heads or staff members, so the departments are sometimes not aware these funds are available; department heads and staff members do not have adequately visibility to their budget and funds/line items	Revenues received from subsidized events go back into the appropriate fund/line item	Medium
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The following table identifies the functions, workflows, and requirements for the **Youth Programs Division**:

Functions	Findings	Requested Capability	Priority
Youth Programs	▪ This division provides the City with youth-based programs and services, such as registrations for camp programs ▪ People can register for the camp programs from the City's website by filling out a web based form; the completed form is then emailed to a staff member ▪ Registration payments are handled by a third party, CivicPlus ▪ A \$2 transaction fee is added by CivicPlus for online credit card transactions; it is currently difficult to track the online payment transactions with the correct registrant ▪ Sometimes it is difficult to verify payment (e.g., CivicPlus system indicates payment was received for a registrant but the City cannot verify via their own tracking methods)	Central database to track activities	High
		Standard and custom reporting	High

The following table identifies the functions, workflows, and requirements for the **Celebrations and Events Division**:

Functions	Current Process	Requested Capability	Priority
Recreation and Events Planning	▪ Organizes year round events for the City – Festivals – Holiday celebrations – Special events ▪ Tracking and management of these activities are mainly done via excel spreadsheets and paper documents. ▪ Event schedules and details are posted on the City's website – Registration forms are available for download	Central database to track activities	High
		Standard and custom reporting	High

PUBLIC WORKS DEPARTMENT

The Department of Public Works (DPW) provides a wide range of services for the City.

- Solid Waste Management
- Maintenance Operations
- Park and Tree Maintenance

The top applications used by the department are as follows:

- FacilityDude (i.e., used for scheduling, in-house repairs, work request ticketing system)
- Dossier Fleet Management (i.e., used to track preventive maintenance requests, inventory, repairs)
- Time Guardian (i.e., time guard - biometric time, leave sheets, overtime sheets, every other Monday data from time guard is exported to Excel)
- IPCS (i.e., used to weigh salt; scale system)
- TRAXpro (i.e., traffic analysis/counter system, information given to council, reports created using Crystal Reports)
- Microsoft Office Suite

The following table identifies the divisions and their functions within the department:

Public Works Divisions	Functions
Street Maintenance	▪ Maintains the City's roads
Vehicle fleet maintenance	▪ Maintains the City's vehicle fleet
Buildings and grounds maintenance	▪ Maintains the City's buildings and grounds upkeep
Park and Tree Management	▪ Green space maintenance
Solid Waste Management	▪ Trash pick-up services

The following table identifies the functions, workflows, and requirements for the **Street Maintenance Division**:

Functions	Findings	Requested Capability	Priority
Street Maintenance	▪ The City monitors and maintains the City's roads and sidewalks (e.g., pothole repair, snow removal, leaf collection, road signs, lights, and general upkeep); this effort is managed and tracked using the FacilityDude work order management system ▪ The majority of the City's public lights are maintained by Pepco, but some are maintained by the City ▪ Citizens can report potholes and outages of lights by contacting the City by phone ▪ The City will create a work order in the FacilityDude software and assign it to the appropriate resource for street maintenance related requests ▪ An administrative staff member checks the previous day's voice messages for any complaints, requests, and reports for items (e.g., missed trash pickup, large item pick-up, bulk trash, fallen tree) ▪ Street access permits are requested by downloading an application from the City's website; a signed hardcopy of the application is then mailed or delivered to the City clerk's office with payment – Type of permits (Street access, Street closure, driveway construction, tree removal)	Ability to apply and make payments for permits electronically	High
		Automated phone operator with FAQ information for citizens	Low
		Centralized work order / ticketing system	High

The following table identifies the functions, workflows, and requirements for the **Vehicle Fleet Maintenance Division**:

Functions	Findings	Requested Capability	Priority
Vehicle Fleet Maintenance	- The City has a fleet of approximately 15 vehicles used for various city services: – Trash trucks – Pick-up trucks – Snow removal vehicles – Construction vehicles – Cars - The City maintains their vehicles at the public works facility; this is where maintenance and repair work are performed - The City uses a software solution called Dossier Fleet Management for inventory management, tracking and creating work orders for repairs; the software is installed on premise	Central work order / ticketing system with access from mobile devices; update and track work in real-time	High
		Streamline process for receiving repair request, order required parts, schedule labor, and complete repair	High
		Automatically notify the internal customer of maintenance and repair status from the ticketing system	Medium
		Track parts orders and expected delivery dates	High

The following table identifies the functions, workflows, and requirements for the **Buildings and Grounds Maintenance Division**:

Functions	Findings	Requested Capability	Priority
Buildings and Grounds Maintenance	- The City maintains 4 buildings and the upkeep of the surrounding grounds - Monthly checks of the buildings are performed - The City uses a SaaS solution called FacilityDude to track and manage maintenance work for buildings and grounds and the City's streets - Work orders are created in FacilityDude to track and manage maintenance work - Currently to check on the status of a permit, the City has to manually retrieve from filed paper documents and via other manual methods	Electronic access to permits information	High

The following table identifies the functions, workflows, and requirements for the **Park and Tree Management Division**:

Functions	Findings	Requested Capability	Priority
Park and Tree Management	- Responsible for the maintenance and upkeep of the City's parks (e.g., ballparks, playgrounds) and greenery (e.g., trees, plants, flowers, grass). - Routinely out in the field to inspect and look	A database or solution that can inventory and store information of the City's greenery assets	High

	for issues; any issues are written down on a notepad or noted on a mobile phone, and when returning to the office, the same information is recorded onto an Excel spreadsheet - As with other departments, tracking is mainly done via Excel spreadsheets and paper documents (e.g., tree permits log, tree inventory) - ArcGIS software is used to map the City's trees on a digital map; information about a tree can be entered into the system; the system is currently not capable of storing historical information for a tree; if new data for a tree is entered into the system using an electronic form, the old data is overwritten - Major issues or complaints regarding greener are also entered into the FacilityDude application for tracking	Central work order / ticketing system with access from mobile devices, update and track work order and projects in real-time	High
		Ability to access historical data of greenery assets (e.g. a tree has consistent failures over time, information to determine if tree needs to be removed)	High
		Electronic access to permits (tree permits); centrally stored and online access to permits	High

The following table identifies the functions, workflows, and requirements for the **Solid Waste Division**:

Functions	Findings	Requested Capability	Priority
Solid Waste Management	- Responsible for the City's waste removal: - Trash and yard wastes, leaf pickup - Large trash and furniture pickup - Hazardous materials and e-recyclables drop off services - Normal trash pickup services are done weekly - Other pickup services are performed ad hoc	TBD	TBD

POLICE DEPARTMENT

The City's police department (PD) has approximately 43 sworn officers and 12 civilian employees. The City's police department operates mostly independently from the City government. The PD's IT infrastructure is separate from the City government's IT infrastructure. The only major function that the PD relies on the City government for is its accounting services.

The top applications used by the department are as follows:

- ADS ProFund 3.04
- Microsoft Office Suite

The following table identifies the functions, workflows, and requirements for the **Police Department**:

Functions	Findings	Requested Capability	Priority
Police Department	- The PD maintains their own IT infrastructure (e.g., networking, servers, workstations, applications, support) - The PD utilizes the City's accounting services	Access to data from the code	Medium

	▪ The PD uses an internally-developed time entry system; time information is then exported and provided to the City's finance department for payroll ▪ The PD uses a sophisticated computer-aided dispatch system: – SQL backend – Dispatch functions – Mobile CAD client – Electronic police report ▪ The PD uses an internally developed web based employee portal: – Stores the employee manual – PD General Orders (Similar to SOPs) – Officers can read the orders online and acknowledge electronically that they read the information ▪ The City's PD will soon transition and be integrated to Prince George's County's CAD system; the existing CAD system will become obsolete ▪ A vehicle maintenance officer manages the maintenance of the police vehicles: – Approves and track work and repairs – Maintains maintenance records – Tracks issuing of vehicles ▪ The PD currently tracks and manages the maintenance of the police vehicle fleet using Excel spreadsheets; the police vehicles are not maintained by the City, the maintenance is outsourced ▪ Video data from police vehicles and officer body cams are uploaded to a server ▪ A designated staff member handles payment for tickets and provides copies of police reports when requested; if an officer writes a parking ticket, it is hand-delivered to the City government office (code, clerk) ▪ As with all other departments, a designated staff member enters in the PD's account payables directly into the ADS system	department (i.e., officers need information regarding properties such as address, last known owner, occupancy status, business license status, occupancy permit)	
		Citywide asset tracking and management system (e.g., issued equipment for officers)	High
		Citywide vehicle fleet maintenance system	High

ERP SOLUTION SUPPORT AND TRAINING

Include application support and training as applicable based on your solution.

PROPOSAL REQUIREMENTS

All proposals should be prepared concisely and in a logical order that addresses all the stated requirements. Additionally, include the following:

1. Understanding of Requirements
2. Technical Solution and Approach
3. Staffing Approach and Qualifications
 - a. Three references of similar size and scope
4. Firm Experience and Capabilities
 - a. Key resumes/bios
5. Proposed Timeline
6. Pricing

COMPENSATION FOR SERVICES (FEE)

The City intends to enter into a professional services contract(s) for the proposed project term. Compensation for the services rendered, will be based upon a contract and is not to exceed fees provided in the response to this proposal.

EVALUATION CRITERIA AND SELECTION PROCEDURES

The RFPs will be publicly opened and read at 10:00 AM on **Thursday, July 28, 2016** in the Prangley Room of the **City of Hyattsville's Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

Proposals from all Vendors meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The Vendors best meeting the experience and approach will then be selected for interviews.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

For our evaluation criteria, see Attachment A.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the RFP and comply with its instructions will be at the Vendor's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the Vendor contractually. Submission of a signed proposal to the City will be interpreted to indicate the Vendor's willingness to comply with all terms and conditions set forth the herein.

SUBMISSION OF QUALIFICATIONS

The RFP responses will be received by the City Clerk, no later than **4:00 PM, Wednesday, July 27, 2016**, and shall be mailed or hand delivered to:

**The City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Jim Chandler, Assistant City Administration in writing by email at jchandler@hyattsville.org. Questions specific to this solicitation will be accepted until **5:00 PM on Monday, July 11, 2016**.

TECHNICAL BID SECTION

A Vendor responding to this Request for Proposal (RFP) for “ERP Solution” must submit a technical proposal prepared in accordance with the guidelines stated in the RFP. Failure to comply with these requirements will result in a disqualification of the application. The City will base the selection of developers on documentation submitted in the technical proposal.

Applicants must submit **seven total copies of their bid. These copies must adhere to the following format: five (5) bound, one (1) unbound and one (1) digital pdf copy of the proposal on thumb drive.** Each Vendor will be evaluated, rated and/or ranked, based on information provided in their proposal.

PRICE TO REMAIN VALID

Any costs proffered with a proposal must be valid for a period of **90 days** from the due date of the proposal once the Vendor is picked.

AMENDMENT OR CANCELLATION OF THE RFP

The City of Hyattsville reserves the right to cancel, amend, modify, or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

PROPOSAL MODIFICATIONS

No additions or changes to any proposal will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

SUSPENSION AND/OR DEBARMENT

Developers, Contractors, Companies, Vendors, or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an application under this Program. A Vendor that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such Vendor will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Vendors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

ERRONEOUS DISBURSEMENT OF FUNDS

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

PROPOSAL PREPARATION COSTS

Vendors are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

THIS SOLICITATION IS NOT A CONTRACT

This solicitation is not a contract and will not be interpreted as such.

SUB-CONTRACTORS

The Vendor submitting a proposal certifies and warrants that all payments of fees charged by any sub-contractors pursuant to that contract are the sole responsibility of the Vendor.

LEGAL TERMS

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

The City of Hyattsville will not agree to terms that are not consistent with this policy.

END OF RFP

ATTACHMENT (A) ERP SOLUTION PROPOSAL SCORE CARD

Vendor:		Possible Score	Assigned Score
Reviewer:			
A	Understanding of Requirements	0 – 10	
B	Technical Solution and Approach	0 – 40	
C	Staffing Approach and Qualifications	0 – 15	
D	Firm Experience and Capabilities	0 – 15	
E	Pricing	0 – 20	
Total Score		0 - 100	
Comments from Reviewer:			

ATTACHMENT (B) SAMPLE CONTRACT FORM – CITY OF HYATTSVILLE

AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2016, by and between **THE CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and _____, hereinafter referred to as “Contractor”.

RECITALS

WHEREAS, the Hyattsville City Council authorized the City Administrator to enter into a contract for planning, design, cost estimating, surveying, preparation of construction documents, reproduction cost, bidding, bid evaluation, construction administration, final inspection, and project acceptance of the renovation and addition of 3505 Hamilton Street hereafter named the “Project”.

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this contract the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response the City’s written Request for Qualifications, all of Contractor’s bid responses which are hereby incorporated herein, in exchange for a fee schedule as bid and other valuable consideration.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Project shall include all work outlined in the recitals above, in the drawing for the Project and related documents, as well as all other work as reasonably required by the City. The Project will include for planning, design, cost estimating, surveying, preparation of construction documents, reproduction cost, bidding, bid evaluation, construction administration, final inspection, and project acceptance of the various projects throughout the City.

ARTICLE- II. PERIOD OF PERFORMANCE

Contractor agrees to commence work immediately upon execution of the Contract and shall perform all other services required by this Agreement or by the City as expeditiously as is consistent with good professional skill and best industry practice. Time is critical factor in the successful execution of the terms of this Agreement.

ARTICLE- III. FEE FOR SERVICES

In exchange for these good and valuable services the Contractor will receive a fee as follows:

The unit price for each of the components of this project, for planning, design, cost estimating, surveying, preparation of construction documents, reproduction cost, bidding, bid evaluation, construction administration, final inspection, and project acceptance of the various projects throughout the City. Invoices will be provided on a regular basis and will be submitted within the first five business days of the following month. The invoice will list the cost of each installed component, or part of installed component, by quantity installed by unit price, with totals for each component and a grand total.

ARTICLE- IV. THE CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the entire Contract between the parties. Where there is a conflict between any of the contract documents and this Agreement, the language of this Agreement shall govern. The documents identified below are as fully a part of the Contract as if hereto attached. They constitute the entire understanding of the parties and supersede any prior proposals or agreements:

A. Contractors Proposal

ARTICLE- V. CONTRACTOR SERVICES

As directed by the City, Contractor shall:

Be responsible for the preparation, technical completeness and sufficiency of all submitted proposals. Comply with the Prince George's County Code, the City of Hyattsville Code and Charter, The City of Hyattsville Specifications and Standards for Public Works Construction, when applicable, and all pertinent Federal, State, and County laws and regulations.

- A. Attend hearing/conferences with City or persons designated by City as necessary for the successful completion of this Agreement.
- B. Be responsible directly to the City Administrator or their designee, who is the City's agent and duly authorized representative to whom Contractor shall ordinarily direct communication and submit documents for approval and from whom Contractor shall receive directions concerning the subject of this Agreement and approval of any documents in writing. Any revisions requiring additional compensation to Contractor shall not be commenced without the City's written authorization approved by the City Administrator.
- C. Prior to final payment to a contractor or a subcontractor, arrange for a final inspection by the City and review all outstanding claims which have not been settled during the construction phase of the Project contemplated by this Agreement and prepare a written report outlining the background and status of such claims and making recommendations as to the ultimate disposition of such outstanding claims.

ARTICLE- VI. CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However, the Contractor shall notify the City in writing of any information or requirements provided by the City, which the Contractor believes to be inappropriate.

ARTICLE- VII. COOPERATION

The Contractor agrees to perform its services under this Contract in such manner and at such times so that City and/or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors deemed necessary by the City.

ARTICLE- VIII. OWNERSHIP OF DOCUMENTS

City shall have unlimited rights in the ownership of all drawings, designs, specifications, notes and other work developed in the performance of the Agreement, including the right to use same on any other City Project without additional cost to

City, and with respect thereto Contractor agrees to and does hereby grant to City an exclusive royalty-free license to all data which he or she may cover by copyright and to all designs as to which he or she may assert any rights or establish any claim under the patent or copyright laws. The City's rights in ownership of documents under this Article shall include any and all electronic files generated by Contractor in the performance of its duties pursuant to this Agreement.

A. In the case of future reuse of the documents, City reserves the right to negotiate with Contractor for the acceptance of any professional liability.

ARTICLE- IX. SPECIAL PROVISIONS

A. Contractor may not assign or transfer any interest in this Agreement except with City's written approval.

B. City may waive specific minor provisions of the Agreement on Contractor's request in the interest of expediting the contract. Waiver shall not constitute a waiver of any liability ensuing there from.

C. Except as otherwise provided in the contract documents, the City Administrator, shall decide all disputes after consultation with Contractor, and any other appropriate parties. The City Administrator's decision shall be reduced to writing and delivered to Contractor and such dispute resolution shall not be considered a Change pursuant to this contract unless the dispute resolution modifies either the services rendered or the total fee for services as provided herein.

D. The City Administrator's decision shall be final and conclusive.

E. Until a dispute is finally resolved, Contractor shall proceed to meet the terms of this Agreement and comply with City Administrator's orders.

F. Contractor shall not hire or pay any employee of the City or any department, commission agency or branch thereof.

ARTICLE- X. TERMINATION

A. This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the Contractor.

B. In the event of termination, which is not the fault of Contractor, the City shall pay to Contractor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the 97

termination and for reasonable reimbursable expenses properly incurred prior to the termination. No damages or expenses for lost profit, overhead or discontinuation of contract will be payable by the City.

C. In the event the Contractor, through any cause fails to perform any of the terms, covenants, or provisions of this Agreement on his part to be performed, or if Contractor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of Contractor impairs or prejudices the interest of the City, or if Contractor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to Contractor. The City shall have the sole discretion to permit the Contractor to remedy the cause of the contemplated termination without waiving the City's right to terminate the Agreement. All drawings, specifications, electronic files and other documents relating to the design of the good, scope of the service or supervision of work, not in the public domain, shall be surrendered forthwith by Contractor to the City as required by the City. The City may take over work to be done under this Agreement and prosecute the work to completion, or procure the good or service, by contract or otherwise, and Contractor shall be liable to the City for all reasonable cost in excess of what the City would have paid the Contractor had there been no termination. The City shall not be liable for any damages, overhead costs or equitable adjustments in the event of such termination.

ARTICLE- XI. APPLICABLE LAW

The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

ARTICLE- XII. CHANGES

A. The City Administrator may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the City Treasurer, or in his or her absence, the Mayor.

B. Any other written order from City, which causes any change, shall be treated as a change order under this clause, provided that Contractor gives City written notice stating the date, circumstance, and source of the order and the City consents to regard the order as a change order.

C. Except as herein provided, no order, statement, or conduct of the City shall be treated as a change under this clause or entitle Contractor to an equitable adjustment hereunder.

D. If any change under this clause causes an increase or decrease in the cost of, or the time required for, the performance of any part of this Agreement, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified in writing accordingly. If Contractor intends to assert a claim for an equitable adjustment under this clause, Contractor shall, within thirty (30) days after receipt of a written change order under (A) above, or the furnishing of written notice under (B) above, submit to the City Administrator a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the City Administrator. The statement of claim hereunder may be included in the notice under (B) above.

E. The amount of any adjustment to the contract sum under this clause shall be a negotiated fixed fee.

F. No claim by Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Agreement or if made later than thirty (30) days after receipt as required herein.

ARTICLE- XIII. SUCCESSORS AND ASSIGNS

The parties each binds itself, its partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

ARTICLE- XIV. INSURANCE

A. All Contractors shall obtain and maintain liability insurance coverage. The Contractor shall, within ten (10) days of the execution of this Agreement, file with the City Administrator, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) coverage with a deductible no greater than Ten Thousand Dollars (\$10,000.00). Contractor shall be fully

and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear an endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this certificate has been endorsed as follows: "The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) days after notice to: City Administrator, 4310 Gallatin Street, Hyattsville, Maryland 20781 (City's Representative)."

B. In addition, Contractor shall, throughout the term of this Agreement, maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to final Agreement approval:

1. Personal injury liability insurance with a limit of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate, where insurance aggregates apply; and

2. Property damage liability insurance with limits of \$1,000,000.00 for each occurrence and \$5,000,000.00 aggregate, where aggregates apply.

C. Comprehensive general liability insurance shall include completed operations and contractual liability coverage. The Certificates of Insurance evidencing this insurance shall provide that the City shall be given at least thirty (30) days prior written notice of the cancellation of, intention not to renew, or material change in coverage.

D. Contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance and shall submit an insurance certificate as proof of coverage prior to beginning work under this Agreement.

E. Contractor shall obtain both performance and Restoration bonds, acceptable to the City prior to commencing any public works construction project.

ARTICLE- XV. INDEMNIFICATION

Contractor hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the performance of the services herein contracted for or for any failure to perform the obligations of this Agreement, including, but not limited to, attorneys fees and any other costs incurred by the City, in 100

defending any such claim. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Contractor or any subcontractor regarding the services and work provided to the City pursuant to this Contract. Contractor shall provide the City copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the Contract.

ARTICLE- XVI. ADA COMPLIANCE

In performance of this Agreement for public works construction projects, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act. The Contractor hereby indemnifies and holds harmless the City from damages and costs arising from any claim that the Contractor's has failed to conform to the applicable provisions of the Americans with Disabilities Act.

ARTICLE- XVII. CERTIFICATIONS OF CONTRACTOR

The Contractor and the individual executing this Agreement on the Contractor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

ARTICLE- XVIII. SET-OFF

In the event that the Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Contractor against any compensation due to the Contractor for the provision of Construction, Goods or Services covered by the terms of this Agreement.

ARTICLE- XIX. MISCELLANEOUS

A. This Agreement is subject to audit by the City, and the Contractor agrees to make all of its records relating to the goods or services provided to the City available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

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

C. The person executing this Agreement on behalf of the Contractor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Contractor.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above.

E. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Contractor.

F. The recitals above are hereby incorporated into this Agreement.

CONTRACTOR By: _____

THE MAYOR AND CITY COUNCIL OF HYATTSVILLE

By: _____

SAMPLE CONTRACT FORM – CITY OF HYATTSVILLE

AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2011, by and between **THE CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and _____, hereinafter referred to as “Contractor”.

RECITALS

WHEREAS, the Hyattsville City Council authorized the City Administrator to enter into a contract regarding new office space in the Municipal Building (hereinafter, the “Project”).

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response to a site visit, architectural drawings and the City’s oral Request for Proposal (hereinafter, the “RFP”), all of Contractor’s bid responses which are hereby incorporated herein, in exchange for a fee schedule as bid and other valuable consideration.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Project shall include all work outlined in the recitals above, in the drawing for the Project and related documents, as well as all other work as reasonably required by the City.

ARTICLE II. PERIOD OF PERFORMANCE

Contractor agrees to commence work immediately upon execution of the Contract and shall perform all other services required by this Agreement or by the City as expeditiously as is consistent with good professional skill and best industry practice. Time is critical factor in the successful execution of the terms of this Agreement.

ARTICLE III. FEE FOR SERVICES

In exchange for these good and valuable services the Contractor will receive a fee as follows: \$X,XXX.XX

ARTICLE IV. THE CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the entire Contract between the parties. The documents identified below are as fully a part of the Contract as if hereto attached. They constitute the entire understanding of the parties and supersede any prior proposals or agreements:

- A. Architectural Drawing
- B. City of Hyattsville Bidding Specifications and Standards for Public Works Construction, Goods or Services.
- C. Contractor's Response

ARTICLE V. CONTRACTOR SERVICES

As directed by the City, Contractor shall:

- A. Be responsible for the preparation, technical completeness and sufficiency of all submitted proposals.
- B. Comply with the Prince George's County Code, the City of Hyattsville Code and Charter, The City of Hyattsville Specifications and Standards for Public Works Construction, when applicable, and all pertinent Federal, State, and County laws and regulations.
- C. Attend hearing/conferences with City or persons designated by City as necessary for the successful completion of this Agreement.
- D. Be responsible directly to the City Administrator or their designee, who is the City's agent and duly authorized representative to whom Contractor shall ordinarily direct communication and submit documents for approval and from whom Contractor shall receive directions concerning the subject of this Agreement and approval of any documents in writing. Any revisions requiring additional compensation to Contractor shall not be commenced without the City's written authorization approved by the City Administrator.
- E. Prior to final payment to a contractor or a subcontractor, arrange for a final inspection by the City and review all outstanding claims which have not been settled during the construction phase of the Project contemplated by this Agreement and prepare a written report outlining the background and status of such claims and making recommendations as to the ultimate disposition of such outstanding claims.

ARTICLE VI. CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However, the Contractor shall notify the City in writing of any information or requirements provided by the City, which the Contractor believes to be inappropriate.

ARTICLE VII. COOPERATION

The Contractor agrees to perform its services under this Contract in such manner and at such times so that City and/or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors deemed necessary by the City.

ARTICLE VIII. OWNERSHIP OF DOCUMENTS

A. City shall have unlimited rights in the ownership of all drawings, designs, specifications, notes and other work developed in the performance of the Agreement, including the right to use same on any other City Project without additional cost to City, and with respect thereto Contractor agrees to and does hereby grant to City an exclusive royalty-free license to all data which he or she may cover by copyright and to all designs as to which he or she may assert any rights or establish any claim under the patent or copyright laws. The City's rights in ownership of documents under this Article shall include any and all electronic files generated by Contractor in the performance of its duties pursuant to this Agreement.

B. In the case of future reuse of the documents, City reserves the right to negotiate with Contractor for the acceptance of any professional liability.

ARTICLE IX. SPECIAL PROVISIONS

A. Contractor may not assign or transfer any interest in this Agreement except with City's written approval.

B. City may waive specific minor provisions of the Agreement on Contractor's request in the interest of expediting the contract. Waiver shall not constitute a waiver of any liability ensuing there from.

C. Except as otherwise provided in the contract documents, the City Administrator, shall decide all disputes after consultation with Contractor, and any other appropriate parties. The City Administrator's decision shall be reduced to writing and delivered to Contractor and shall be co-signed by the City Treasurer, or in his or her absence, by the Mayor.

D. The City Administrator's decision shall be final and conclusive.

E. Until a dispute is finally resolved, Contractor shall proceed to meet the terms of this Agreement and comply with City Administrator's orders.

F. Contractor shall not hire or pay any employee of the City or any department, commission agency or branch thereof.

ARTICLE X. TERMINATION

A. This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the Contractor.

B. In the event of termination, which is not the fault of Contractor, the City shall pay to Contractor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the termination and for reasonable reimbursable expenses

properly incurred prior to the termination. No damages or expenses for lost profit, overhead or discontinuation of contract will be payable by the City.

C. In the event the Contractor, through any cause fails to perform any of the terms, covenants, or provisions of this Agreement on his part to be performed, or if Contractor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of Contractor impairs or prejudices the interest of the City, or if Contractor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to Contractor. The City shall have the sole discretion to permit the Contractor to remedy the cause of the contemplated termination without waiving the City's right to terminate the Agreement. All drawings, specifications, electronic files and other documents relating to the design of the good, scope of the service or supervision of work, not in the public domain, shall be surrendered forthwith by Contractor to the City as required by the City. The City may take over work to be done under this Agreement and prosecute the work to completion, or procure the good or service, by contract or otherwise, and Contractor shall be liable to the City for all reasonable cost in excess of what the City would have paid the Contractor had there been no termination. The City shall not be liable for any damages, overhead costs or equitable adjustments in the event of such termination.

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The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the

breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

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A. The City Administrator may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the City Treasurer, or in his or her absence, the Mayor.

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C. Except as herein provided, no order, statement, or conduct of the City shall be treated as a change under this clause or entitle Contractor to an equitable adjustment hereunder.

D. If any change under this clause causes an increase or decrease in the cost of, or the time required for, the performance of any part of this Agreement, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified in writing accordingly. If Contractor intends to assert a claim for an equitable adjustment under this clause, Contractor shall, within thirty (30) days after receipt of a written change order under (A) above, or the furnishing of written notice under (B) above, submit to the City Administrator a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the City Administrator. The statement of claim hereunder may be included in the notice under (B) above.

E. The amount of any adjustment to the contract sum under this clause shall be a negotiated fixed fee.

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The parties each binds itself, its partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

ARTICLE XIV. INSURANCE

A. All Contractors shall obtain and maintain liability insurance coverage. The Contractor shall, within ten (10) days of the execution of this Agreement, file with the City Administrator, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) coverage with a deductible no greater than Ten Thousand Dollars (\$10,000.00). Contractor shall be fully and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear an endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this certificate has been endorsed as follows: "The insurance company

agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty days after notice to: City Administrator, 4310 Gallatin Street, Hyattsville, Maryland 20781 (City's Representative)."

B. In addition, Contractor shall, throughout the term of this Agreement, maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to final Agreement approval:

1. Personal injury liability insurance with a limit of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate, where insurance aggregates apply; and
2. Property damage liability insurance with limits of \$1,000,000.00 for each occurrence and \$5,000,000.00 aggregate, where aggregates apply.

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ARTICLE XV. INDEMNIFICATION

Contractor hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the

performance of the services herein contracted for or for any failure to perform the obligations of this Agreement, including, but not limited to, attorneys fees and any other costs incurred by the City, in defending any such claim. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Contractor or any subcontractor regarding the services and work provided to the City pursuant to this Contract. Contractor shall provide the City copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the Contract.

ARTICLE XVI. ADA COMPLIANCE

In performance of this Agreement for public works construction projects, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act. The Contractor hereby indemnifies and holds harmless the City from damages and costs arising from any claim that the Contractor's has failed to conform to the applicable provisions of the Americans with Disabilities Act.

ARTICLE XVII. CERTIFICATIONS OF CONTRACTOR

The Contractor and the individual executing this Agreement on the Contractor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other

than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

ARTICLE XVIII. SET-OFF

In the event that the Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Contractor against any compensation due to the Contractor for the provision of Construction, Goods or Services covered by the terms of this Agreement.

ARTICLE XIX. MISCELLANEOUS

A. This Agreement is subject to audit by the City, and the Contractor agrees to make all of its records relating to the goods or services provided to the City available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

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

C. The person executing this Agreement on behalf of the Contractor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Contractor.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement

or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above.

E. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Contractor.

F. The recitals above are hereby incorporated into this Agreement.

CONTRACTOR

By: _____

THE MAYOR AND CITY COUNCIL OF
HYATTSVILLE

By: _____

July 12, 2016

RFP#CED06092016



City of Hyattsville – RFP Amendment #1



Request for Proposal

Enterprise Resource
Planning (ERP) Solution

Questions and Answers

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

The following are formal responses to questions submitted regarding RFP#CED06092016. The responses are limited to addressing questions that the City believes are relevant to the solicitation, are not addressed in the RFP document and may substantially impact the details of respective responses:

1. The offeror is located in another state but we have employees registered in the state of Maryland. How does this effect the eligibility of offeror's proposal by having our employees registered in the State of Maryland?
 - a. The City does not have any restrictions regarding the state(s) the offeror's employees are located in for this RFP. It is the City's preference to work with an offeror that is local.
2. Are there any outliers preventing an offeror from this proposal if the offeror is located in a different state?
 - a. The City does not have any restrictions regarding the state(s) the offeror's employees are located in for this RFP. It is the City's preference to work with an offeror that is local.
3. Do we need to replace the check-printing module in ADS ProFund software or integrate it with the proposed ERP system? (Page 6)
 - a. It is the City's desire to replace the ADS ProFund software with a new ERP solution. However, if the new market software is limited in providing solutions to our aggregate needs, we would be open to an integration of the ERP system and our current system.
4. Do we need to replace the cash tracker module in ADS ProFund software or integrate it with the proposed ERP? (Page 7)
 - a. It is the City's desire to replace the ADS ProFund software with a new ERP solution. However, if the new market software is limited in providing solutions to our aggregate needs, we would be open to an integration of the ERP system and our current system.
5. Who approves the grants?
 - a. The City applies for various grants and if a grant is approved by the "grantor", the grant goes to the City Council to approve into the budget.

6. What reports related to grants are needed for the users?
 - a. Please refer to page 8 of the RFP. Some grants require providing the "grantor" progress reports on how the funds are being used. In addition, the City would like the ability to track and report on grant funded activities using the ERP solution.
7. What is meant by benefits administration? Please explain the process. (Page 9)
 - a. It is the City's desire that the ERP solution include HR benefits administration capabilities (e.g. health plans, savings plans)
8. Does this document management solution (DMS) solution need to be FINRA compliant?
 - a. To the best of our knowledge, the DMS does not need to be FINRA compliant
9. Does the police department need a dispatch system?
 - a. Please see (page 20) of the RFP. The City's police department currently uses its own computer aided dispatch (CAD) system but will soon transition to the Prince George's County's CAD system. If feasible, integration between the ERP system and the City's PD CAD system would be setup with the PG County's CAD system.
10. Does video data from officers need storage and access?
 - a. The City's PD video data is currently stored and accessed.
11. What are the different parameters in the phases of projects that you track?
 - a. Project submission, unit counts, existing and proposed zoning, FAR, economic impacts, development review schedule, City Planning Committee Review, City Council review.
12. Does existing data from CED need migration?
 - a. Yes, the City will work with the offeror to identify the data that will need to be migrated into the ERP solution.
13. Sample license/permit application?
 - a. The City has included sample forms as separate Amendments.

14. Sample inspection forms for different code compliance and assets?
 - a. The City has included sample forms as separate Amendments.
15. Are vendors required to be present for public opening of RFP's?
 - a. No they are not required for RFP's. At times some vendors do show to see how many vendors responded to the request.
16. If selected for interview, is an in-person interview required or can it be via telephone or electronic communication (Skype)?
 - a. It is the city's strong preference that the offeror attend meetings in person.
17. Can offshore development resources be utilized?
 - a. It is the city's preference that services be performed within the U.S.
18. On page 3, in the scope, it reads: The City seeks a comprehensive Enterprise Resource Planning (ERP) solution and/or supporting integrated systems that best meet the City's needs outlined in this section. Can we assume that the scope of the response should include a software recommendation and license purchase, installation and implementation?
 - a. Yes, the city is seeking a comprehensive proposal for a "turnkey" solution.
19. Approximately how many software licenses does the city need?
 - a. The city has approximately 100 employees amongst 8 departments, please refer to (page 1) for the breakdown of employees by department. The licensing model should be easily scalable.
20. We understand and assume that the initial phases of this project would be performed on site. Where applicable, will off-site work such as development and support be acceptable. If that is the case will off-shore development and support be acceptable?
 - a. It is the city's preference that services be performed within the U.S.
21. Has an ERP Software selection already been made?
 - a. The City does not have a software solution selected at this time

22. Is the city seeking a proposal only for services and will not include hardware and software licenses?
- a. The City is seeking a comprehensive proposal for a "turnkey" solution.
23. Has the city made a decision on the use of "Four" as a payment gateway for permits and registrations and if so, will this require an interface to ERP?
- a. No decision has been made, we are currently testing a POS credit card payment solution.
24. The Parking compliance is managed by Duncan. Additional details on the complexity of this interface (information to be updated in ERP etc.) will be helpful.
- a. Duncan Solutions operates a cloud based Citrix solution. The City is scheduled to transition to another cloud based vendor for citation issuance, but will retain Duncan Solutions for parking ticket management & collections.
25. Can the solution delivery be done onsite and offshore? This will help reduce the cost.
- a. It is the City's preference that services be performed within the U.S.
26. Does the City value the use of Veterans being part of the project team?
- a. The involvement of Veterans is not a criteria for our solicitation & procurement methodology
27. Does the city have a budget and time constraints for completing this project and can that be shared?
- a. The project budget has not been defined.
28. For the HR portion of the scope, does the city have a preference of software like SAP ESS (Employee Self Service Portal) or Success factors (cloud based?)
- a. It is the City's preference to minimize the amount of hardware and infrastructure on premise for the ERP solution.
29. Does the city want to implement digital signatures for documents? In which case a 3rd party bolt on like Adobe may be needed.
- a. Yes electronic approval and signing of documents using digital signatures is a desired capability.

30. Does the city have a preference on a document management solution? Can we propose SAP integrated 3rd party tools like “open text” which would be a better fit?
- a. The City does not have a preferred document management solution at this time.
31. What/Who is Julius? Page 8, contracts and grants
- a. Julius refers to the city’s procurement officer
32. Do you use any automated resume search engines like Monster or Bullhorn?
- a. Yes, but on a targeted, industry specific basis.
33. Please describe current performance review process.
- a. Manual process with a pre-set form which evaluates on a four tier score (Outstanding, Satisfactory, Needs Improvement, Unacceptable).
34. Since Comcate is the business application, other than bringing in data from the PD CAD system, what other functionality would the ERP system be required to do? It appears that Comcate is the system that needs to expand/upgrade/improve.
- a. Ability to export to GIS ESRI system for cross sectional data mapping with crime and parking violation data.
35. Are you looking for a time clock system (punch clock) or a system where staff use a web portal/mobile device to enter time, or both?
- a. It is the City's desire to have a single centralized time entry system via a web portal/mobile device. The time clock (punch clock) system is only necessary for a subset of employees in the Department of Public Works (DPW) division.
36. Are you planning on migrating to Office365? If not, would you consider it? We are proposing SharePoint (for the document management) and the licensing can be discounted if migrating to O365.
- a. The city is currently utilizing Office 365 services for email.
37. Cashiering – do you have a preferred credit card gateway/merchant?
- a. No we do not. There are two merchants being used for different financial activity.

38. Will these 43 officers and 12 civilian staff utilize the time system of the City of Hyattsville, or will they continue to use their internally developed time system, or will we bring the data over from their system into the new ERP system?
- a. It is the City's desire to have a single centralized time entry system. Data from the PD's time system is manually entered into the city's payroll system each pay period.
39. Whether companies from Outside USA can apply for this? (like, from India or Canada)
- a. It is the city's strong preference that the offeror be local and the work be performed within the United States
40. Whether we need to come over there for meetings?
- a. It is the city's strong preference that the offeror attend meetings in person.
41. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
- a. It is the city's preference that services be performed within the U.S.
42. Can we submit the proposals via email?
- a. The city requests that hardcopy submissions be provided in addition to any email submissions.

Time Clock

1. Are we integrating this with the ERP?
 - a. Yes, not a requirement, but unless it is directly integrated, I don't know how else we have a time system that automatically resources time.
2. What information is tracked? Who uses it? How is it licensed currently? Also, what additional features are required?
 - a. Admin and Police use Microsoft Excel, DPW is on a punch-clock system and I will get the vendor info
 - b. Categories of work are a requirement and will be based on individual department & job function, preferably with a drop-down menu Example: Parking Aide, Categories: Ticket Writing, Court, Meter Repair, Other.

- i. Does it need to be available in multiple locations?
 - 1. Yes, preferably on laptops, smartphones and a central terminal location(s) for DPW staff.

Code Compliance

- 3. Describe process? Who needs access/how many
 - a. How is the current system being used?
 - i. Comcate is the current system being used with five (5) users. This is Code Compliance under the department of Community & Economic Development and responsible for property maintenance and licensing businesses, single-family and multi-family rentals. We will likely continue utilizing Comcate and will export to an ERP.
 - b. How many users? (Police or Building regs compliance or something else entirely)
 - i. We would prefer one rental form that captures both single-family rentals and multi-family rentals and categories specific to each rental type.

Parking Compliance

- 4. Who needs access/how many people?
 - a. How does the integration work? Summary Transaction vs. Detailed Transactions required? Currently Cloudbased?
 - i. We currently utilize Duncan Solutions, a cloud based Citrix platform. We are currently soliciting vendor proposals and will likely continue with Duncan Solutions for back-end management & collections, but replace its citation issuance with another vendor. The system will remain cloud based with the ability to export to an ERP.

Grants Management

- 5. Sample forms
 - a. Incoming Grants which are then awarded to Vendors under contracts? What forms are needed? The City accepts grants, but does not award grants. A contract template is used to monitor & administer grant agreements.

GIS

6. Integration and current systems
 - a. What current GIS systems are in place? Is the plan to keep them?
 - i. Does it meet the needs of all departments or do we need something additional?
The City's GIS platform is ESRI, which is the predominant GIS platform globally. The system meets the needs of all departments and is built on a cloud-based platform intended to utilize/integrate with ERP systems.

Development Review and Tracking

7. Define Development
 - a. How is “development” defined in this situation?
 - i. We are defining development that is almost exclusively 'private sector' development that we are tracking in terms of its position in the regulatory review process, which may include Conceptual Site Plan, Detailed Site Plan, Permitting, etc.
8. Data Conversion from current fixed cost assets and accumulated depreciation
 - a. Fixed asset costs and accumulated depreciation
 - i. Assumptions to only import Summary data – for legacy data, can we just import point-in-time summary information or do we need detailed historical records?
We are assuming point-in-time summary information, not a detail of history.

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

City Calendar: April 27 -May 2, 2017

131st Anniversary Celebration

Carnival: Thursday, April 27 – Sunday, April 30

- \$20 all you can ride wristbands
- Sunday is Family Day with entertainment by Mandy the Clown

Parade: Saturday, April 29, 11:00 AM – 1:00 PM. The parade steps off from Hyattsville Middle School at 11 AM and ends at Magruder Park.

Live Music & Fireworks: April 29, 2017, 6:30 PM - 9:00 PM @ Magruder Park

Education Advisory Committee Meeting

April 27, 2017, 6:30 PM - 8:00 PM @ City Building, 2nd Floor

Health, Wellness, Recreation & Advisory Committee Meeting

April 27, 2017, 7:00 PM - 8:30 PM @ City Building, 3rd Floor

Early Voting for All City Wards at Magruder Park

April 29, 2017, 11:00 AM - 7:00 PM

For Transportation to the Polling Location, call 301-985-5000 by Friday, April 28.

Law Day – Free Advance Directive Legal Service Clinic for Seniors

May 1, 2017, 10:00 AM - 2:00 PM @ City Building

Board of Supervisors of Elections Meeting (Pre-Election Day Meeting)

May 1, 2017, 4:00 PM @ City Municipal Building, 3rd Floor

Council Meeting

May 1, 2017, 8:00 PM - 10:00 PM @ 3rd Floor Council Chambers

Election Day

May 2, 2017, 7:00 AM – 8:00 PM

Polling Places:

Ward One: City Municipal Building

Ward Two: Magruder Park Recreation Center

Ward Three: University Christian Church

Ward Four: St. Matthew's Episcopal/Anglican Church

Ward Five: Magruder Park Recreation Center