

June 10, 2016

RFP#CED06102016



City of Hyattsville – RFP



Request for Proposal

Community Planning Facilitation
and Strategic Planning Consulting
Services

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

Table of Contents

REQUEST FOR PROPOSAL	1
BACKGROUND AND OBJECTIVE	1
RFP SOLICITATION SCHEDULE	1
RECORDS & REPORTS	2
PRE-BID CONFERENCE	2
SCOPE OF PROPOSAL.....	3
COMPENSATION FOR SERVICES (FEE)	3
EVALUATION CRITERIA AND SELECTION PROCEDURES	4
GENERAL CONDITIONS FOR PROPOSALS.....	4
SUBMISSION OF QUALIFICATIONS	5
TECHNICAL BID SECTION.....	5
SEALED DOLLAR BID SECTION.....	6
EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT.....	6
PRICE TO REMAIN FIRM.....	6
AMENDMENT OR CANCELLATION OF THE RFP	6
PROPOSAL MODIFICATIONS.....	6
SUSPENSION AND/OR DEBARMENT	7
PRESENTATION OF SUPPORTING EVIDENCE.....	7
ERRONEOUS DISBURSEMENT OF FUNDS.....	7
PROPOSAL PREPARATION COSTS.....	7
THIS SOLICAITION IS NOT A CONTRACT	7
SUB-CONTRACTORS	7
LEGAL TERMS	7

REQUEST FOR PROPOSAL

The City of Hyattsville, Maryland invites sealed responses to Request for Proposal (RFP) #CED06102016, for community planning facilitation and strategic planning services.

The City is updating its Community Sustainability Plan, a strategic planning document that identifies community priorities through a comprehensive community planning effort. The Plan is generally comprised of a Strengths, Weakness, Opportunities & Threats (SWOT) Analysis, Community Visioning & Prioritization and Strategic Planning sections. The City's most recent version, 2011-2015, provided the foundation for this effort and a scorecard evaluation of the previous Plan is included as an attachment to this solicitation.

The purpose of this solicitation is for the City of Hyattsville to select a consultant to assist the City in facilitating community planning sessions, performing data collection & analysis and providing a community debrief.

BACKGROUND AND OBJECTIVE

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 residential neighborhoods of Hyattsville were a short time ago, one of the community's best-kept secrets, however in more recent years, the local housing market has become very sought after.

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 is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha Catholic High School.

Since 2000, the City has experienced significant population growth and commercial revitalization. The success of the community has been intentional and attributed to a variety of factors including the City's focus on reinvestment in public infrastructure, prioritization of walkable transit-oriented development, high quality public services and proximity to Washington DC. With a raised profile, the City's efforts are now focused on addressing the challenges that come with being a successful destination community. The document that results from this effort will serve as the community's strategy

RFP SOLICITATION SCHEDULE

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. 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.

June 10, 2016: Solicitation I s s u a n c e
June 22, 2016: Pre-Bid Conference Call
June 30, 2016: Question Period Concludes
July 13, 2016: Bids Due
July 13, 2016: Evaluation Period Commences
July 15, 2016: Notification of Selection of Top 3 Proposals
July 20, 2016: Interview of Top 3 Firms
July 21, 2016: Evaluation Period Concludes
July 22, 2016: Notice of Recommended Firm
August 1, 2016: City Council Approval
August 8, 2016: Notice to Proceed

The City intends to select up to three (3) firms through this solicitation process to perform an in-person interview in which the firm will be required to present its facilitation methodology and overall approach. The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City Council. The firm selected through this solicitation will be required to be available to participate in the Community Visioning session scheduled for September 15, 2016.

RECORDS & REPORTS

The City will require the firm to maintain an original set of records on work performed including dates, property address, specific work performed and Contract employees. The City will be provided a duplicate set of records, but upon request may require the firm to provide specific records for the purpose of confirming City records or use in litigation.

PRE-BID CONFERENCE

The City will provide firms with a pre-bid conference call on Wednesday, June 22, 2016. Participation in a pre-bid site tour is not required, but we require you notify the City if a representative from your firm intends on participating. Participants will be emailed the pre-bid conference call-in information by close of business on Tuesday, June 21st. The purpose of the pre-bid conference is to provide the opportunity to ask questions regarding the procurement of services and solicitation document.

Date: June 22, 2016

Time: 10:00 AM

RSVP: jwiggins@hyattsville.org

SCOPE OF PROPOSAL

Through this solicitation, the City will procure the services of a consultant to assist in the development of the City's Community Sustainability Plan, a strategic planning document that identifies community priorities through a comprehensive community planning effort. The Plan will generally comprise a Strengths, Weakness, Opportunities & Threats (SWOT) Assessment, Community Visioning & Prioritization and Strategic Planning sections. The City's most recent version, 2011-2015, provided the foundation for this effort and a scorecard evaluation of the previous Plan is included as an attachment to this solicitation.

The firm selected through this solicitation will serve on a project team and will primarily be responsible for assisting the City in facilitating community planning sessions, performing data collection & analysis, providing a community debrief and assisting with the content development for the published Plan. The point of contact for the selected firm will be required participate in-person at public sessions directly related to this project tentatively scheduled for the following dates:

- September 15, 2016
- September 17, 2016
- September 21, 2016
- November 2, 2016
- November 5, 2016

The dates provided may be slightly modified based on the methodology of the firm selected.

It is the responsibility of the responding firms and selected firm to have read and reasonably understood the previously published Community Sustainability documents including the 2011 – 2015 Community Sustainability Plan and the Scorecard Report (April 2016). The City of Hyattsville's staff is conducting the Strengths, Weaknesses, Opportunities & Threats (SWOT) Assessment and will provide the document to the selected firm as part of the Notice to Proceed. In addition to the SWOT Assessment, the City will be responsible for scheduling and meeting coordination, GIS data development and mapping, production and publishing of the Plan.

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 \$30,000 in fees provided in the response to this proposal. The compensation for goods and services solicited in this proposal should be represented by the following:

- Facilitate Community Visioning Sessions
- Data Collection & Assessment: Develop methodology for community input during community planning sessions, data assessment and report out
- Community Reporting & Prioritization Sessions
- City Council Presentation
- Project Updates: Participate in conference calls to discuss project status
- Document Review: Participate in the project team's development of the Plan and provide recommendations
- Travel Reimbursement: Not to exceed 20% of total contract value

EVALUATION CRITERIA AND SELECTION PROCEDURES

Evaluation Criteria:

Selection of successful firm will be based upon the submission required in this section. The firm is required to provide responses to each of the following:

- Effectiveness and creativeness of the proposed community engagement methodology for individuals participating in the community visioning sessions.
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm's proposal will be available starting September 7, 2016.
- Acknowledgement of the City's project schedule
- Statement advising the City of Hyattsville of the firm's scheduled, contracted or prospective, commitments to other clients. The firm is responsible to advise the City if there are any time commitments and/or conflicts that would alter the current project schedule.
- Quality of work samples detailing similar work in which the responding firm participated. The response must specify the firm's role as either the lead contractor or sub-contractor.
- References: Point of contact information of three (3) clients
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and breakdown of contract hours included in the Sealed Dollar Bid Proposal.

Selection Procedures:

- The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The firms receiving the three (3) highest score will be invited to participate in an interview with the City (date, time, and location of the interview will be determined) and provide a demonstration of their products.
- Following the firm interviews, the selection committee will provide a recommendation to the City Council.
- The City Council will select the firm and authorize the staff to proceed with negotiation and execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider negotiating and executing an agreement with the firm the received the second highest evaluation.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the (RFP) and comply with its instructions will be at the firm'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 firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth the herein.

SUBMISSION OF QUALIFICATIONS

The RFPs will be received by the City Clerk, no later than **4:00 pm, Wednesday, July 13, 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 Friday, June 30, 2016.

TECHNICAL BID SECTION

A firm responding to this Request for Proposal (RFP) for “Community Planning Facilitation and Strategic Planning Consulting Services” 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 Technical Bid Section must include the following information:

- The name of the firm, managing principal/executive director;
- The firm’s principal place of business;
- The firm’s tax status, company structure and board of directors;
- Identification experience and role of key individuals in the management team and proposed Account Representative to serve as the City’s point of contact.
- Identification of any proposed sub-contractors
- One to two-page summary of four (4) community planning/facilitation projects within the past 5 years:
 - Project purpose timeline
 - Specific services provided to client(s) by firm and/or subcontracted
 - Deliverable(s)
 - Short-term and long-term project outcomes
 - Contact information for relevant client personnel
- One work sample of a fully completed community planning/facilitation project completed by the responding firm within the past two (2) years.
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm’s proposal will be available by September 7, 2016, provided a Notification of Award and agreement are executed by August 8, 2016.

Firms must submit **five (5) bound, one (1) unbound and one digital pdf copy of the proposal on thumb drive**. Each firm will be evaluated, rated and/or ranked, based on information provided in their proposal.

SEALED DOLLAR BID SECTION

Firms must submit a separate Sealed Dollar Bid included in a separate envelope. Firms must submit **five (5) bound, one (1) unbound and one digital pdf copy of the Sealed Dollar Bid proposal on thumb drive.** Each firm will be evaluated, rated and/or ranked, based on information provided in their proposal. The Sealed Dollar Bid Proposal must include the following information:

- Summary of project hours by activity
- Fee schedule for firm's personnel assigned to the project
- Travel Reimbursement: Not to exceed 20% of total contract value.
- Fee schedule for additions services offered by the responding firm.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The RFPs will be publicly opened and read on, **Thursday, July 14, 2016 at 10:00 AM** in the Prangley Room of the **City of Hyattsville's Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

Proposals from all firms meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The firms 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.

PRICE TO REMAIN FIRM

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

Firms, Contractors, Companies 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. If a firm that submits a proposal is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Firms 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

Firms 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 firm 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 contractor.

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

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.

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 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 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: _____

Scorecard Report

2011-2015 Community Sustainability Plan



City of Hyattsville
Department of Community &
Economic Development
April 2016

EXECUTIVE SUMMARY

The City of Hyattsville's 2011-2015 Community Sustainability Plan is a strategic document developed through a comprehensive community stakeholder visioning process and is intended to serve as a community prioritization roadmap that identifies challenges, opportunities and potential solutions.

This is the City's second comprehensive revitalization strategy document, with the original iteration titled the "Community Legacy Revitalization Plan," adopted in 2003. While both of the Plans are structured differently and utilized dissimilar methodologies, the goal of both was to articulate the community's programming, land-use and community development priorities.

The 2011-2015 Community Sustainability Plan identified four distinct geographic areas of the community, each with unique set of challenges and strategies for achieving a resolution. These areas are:

-
- *Neighborhood & Parks*
 - *Prince George's Plaza Transit District*
 - *West Hyattsville*
 - *U.S. Route One Corridor*
-

The thematic challenges identified in the Plan include land-use & community character, historic properties, community building, infrastructure & circulation, public safety and parks.

The items identified in the Sustainability Plan did not consider that one recommendation is better or more important than any other; instead the Sustainability Plan strived to establish appropriate incremental action steps that can achieve full implementation of each recommendation.

The Sustainability Plan provided a systematic and deliberate approach to identify twelve "critical path action items" with corresponding "action implementation steps" which prioritizes some recommendations to be initiated and completed first, due to either a necessary sequencing or as a matter of opportunities due to timing. The critical path action recommendations identify a variety of intergovernmental partnership and resource opportunities to both fund and execute the work necessary for successful implementation of the Sustainability Plan recommendations.

The purpose of this scorecard report is to provide a performance scorecard for each of the critical path action items to determine areas of achievement, items not accomplished, provide an opinion regarding the effectiveness in terms of achieving the desired results, and considerations on how to improve future strategic planning efforts.

This scorecard report and its findings are intended as a supplement to the Sustainability Plan and for the purpose of providing substantive context, it may be beneficial to some readers to review the findings of this report in tandem with the Sustainability Plan.

Completed or achieved items are identified with a checkmark (✓), items that have achieved significant progress, but cannot be considered fully completed, are considered to be in-progress and identified as (P) and items that have been abandon or we do not anticipate being completed are identified with a minus (-).

NEIGHBORHOODS & PARKS

Preserve Core Residential Neighborhoods, Maintain and strengthen parks and their relationship to residential areas

Critical Path Action Item #1: Establish a targeted park facility Level of Service to guide park development and expansion, and use the Parks Master Plan to create an on-going capital improvement strategy for fund to reach its targets

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
While still in development, identify Existing Level of Service (LOS) in the Parks Master Plan (PMP)	-	City completed park benchmarking assessment in 2010, but the PMP never identified a Level of Service (LOS), nor was the Plan adopted.
City adoption of PMP including establishing LOS to provide funding through CIP to achieve adopted LOS	-	The City's Park's Master Plan was not adopted.
Enter into comprehensive MOU with M-NCPPC to consolidate existing Park MOU'S and coordinate Park budget priorities between City and M-NCPPC	-	Action was not pursued.
Coordinate CIP with M-NCPPC Capital Improvement Plan to ensure incorporation of City park CIP priorities as recommended in the adopted PMP	-	The City and M-NCPPC Capital Improvement Plans are not aligned, however coordinated efforts continue on improvements at parks & trails including the Hiker-Biker Trail, Heurich Park, Hyatt Park and Magruder Park.
Coordinate City Recreation and Arts operating budget with M-NCPPC CIP budget to ensure adequate facilities for current and future programming	-	Action was not pursued.
Identify and secure external funding opportunities to reach adopted LOS.	✓	Completed ad hoc based on demonstrated condition & demand: CP&P Grant award for Hyatt Park Playground

Critical Path Action Item #2: Expand historic districts to be more inclusive of all the historically eligible areas of the City, recognizing different phases of the City’s history, and various architectural and neighborhood phases that shaped the City

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Establish local advocacy and outreach efforts to designate additional historic districts in the western area of the City.	-	Action was not pursued.
Coordinate with community partners to utilize historic property database to identify historic district expansion and funding opportunities.	✓	An inventory is on file but it is not often utilized. The City is in the process of linking to the Prince George’s I-NET system, which will provide a more detailed database of properties on file with the County Historic Preservation Commission.
Examine feasibility of developing a local historic tax credit	-	Action was not pursued.
Based on feasibility consider adopting local historic preservation incentives to complement and build on existing programs, such as City tax credit for the off-set of building permit fees.	-	Action was not pursued and is dependent upon completion of prior task.

Critical Path Action Item #3: Revise the mission of Code Enforcement to preserve and enhance conditions of the neighborhoods.

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
City Council discussion and articulation of enforcement priorities.	✓	With the adoption of the Fiscal Year 2013 budget, the Mayor and City Council reorganized Code Compliance to exist as a Division within the Department of Community & Economic Development.
City Council discussion for the development of policy directives for a more comprehensive approach to enforcement and the application of the City Code and Charter for the purpose of preserving the quality of neighborhoods.	✓	Code's mission has been revised to focus on preserving the quality of neighborhoods, achieving results through voluntary compliance and education on proper property maintenance and commercial upkeep.
Development of Code Enforcement budget and reporting tools consistent with City Council enforcement priorities.	✓	Code has a GIS coded reporting tool that is consistent with the City Council priorities.

Critical Path Action Item #4: Improve quality and location of street lighting to increase the sense of safety while reducing light scatter into the sky

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Develop and adopt street lighting plan to address pedestrian and vehicular issues.	✓	The Department of Public Works is actively completing a comprehensive street lighting and vehicular access evaluation for West Hyattsville. The results of the evaluation will provide the City with a basis for developing a lighting and traffic control plan for the area.
Selection of light fixtures to focus lighting and reduce light scatter.	P	This action is to be completed as part of the West Hyattsville Lighting, Vehicle and Pedestrian Study.
Work with partners to implement street lighting improvements to comply with adopted street lighting plan.	P	This action is to be completed as part of the West Hyattsville Lighting, Vehicle and Pedestrian Study.
Review of lighting plans during City's development review process.	P	This action is to be completed as part of the West Hyattsville Lighting, Vehicle and Pedestrian Study.

PRINCE GEORGE'S PLAZA

Continue to manage the transition of Prince George's Plaza Transit District to a walkable, mixed-use urban neighborhood

Critical Path Action Item #5: Identify the appropriate mix of uses from a market perspective to create a more functional urban redevelopment of the site

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
City request to M-NCPPC and Prince George's County to fund overdue update of the 1997 Prince George's Plaza Transit District Development Plan.	✓	An update to the Prince George's Plaza TDDP was funded by the County in FY2014, is an on-going project and is scheduled to be adopted by the County by April 2015.
City articulation to M-NCPPC and Prince George's County Council the need for the establishment of an operating Transportation Demand Management District for the coordination of parking, traffic mitigation, and bike facilities at the Prince George's Plaza Transit District to facilitate greater use of transit and as a review requirement for Detailed Site Plan approval.	✓	The development and operation of a TDM is intended to be included as part of the Plan update.
Engage technical services of an urban design team on an as needed basis to provide advice and recommendations appropriate to City interests in Plan development.	P	The City budgeted for \$30,000 in FY2015 and will solicit planning services to assist the City in its role with the development of the Plan.
Develop City policy to establish the character of the area towards a bike and pedestrian oriented urban environment to guide and inform the updated TDDP.	✓	The City's current adopted Goals & Objectives provide a general outline of supporting bicycle and pedestrian development. If additional revisions are made to the adopted G&O policy or more specifically speak to the TDDP, it should be provided to M-NCPPC project team by October 2014.
Generate the update to the PG TDDP Plan and identify key elements including: lot and building configurations, pedestrian and vehicular circulation, landscaping, open spaces, and establish a TDMD.	P	This action will be completed as the TDDP update process proceeds.
Include in the TDDP update the creation of design standards that establish a consistent framework for redevelopment, and provide for transitions and integration with the surrounding development.	P	This action will be completed as the TDDP update process proceeds.

Critical Path Action Item #6: Engage the Prince George’s County Board of Education to proactively ensure the new elementary school is developed in order to protect and enhance the community character

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Request the Prince George's County Board of Education work with the City of Hyattsville, and other County and state leadership to ensure the new elementary school is designed and developed to preserve the community character of the neighborhood.	✓	New School was redesigned to address circulation and access issues identified by the City Council. The project is under construction and scheduled to open for the 2014/15 school year.
Request M-NCPPC to assign staff to work with the City to review school bus and commuter drop-off transportation circulation and pedestrian plan access to minimize the impact of new traffic on the adjacent neighborhood and strengthen pedestrian access and safety.	✓	Completed site plan reflects the City's requested revisions to prioritize neighborhood pedestrian access to the new elementary school.
Funding and coordination with ongoing State of Maryland Safe Routes to School program efforts to create safe routes for students going to and from schools.	-	We do not currently participate in Safe Routes program.

Critical Path Action Item #7: Initiate significant business development efforts to improve occupancy at University Town Center and other affected sites

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Engage and advocate bank and/or note holders and developer/property owners to request improving and updating the marketing strategy for the area.	✓	Project was in receivership and since then the majority of the property has been sold back to the lender, Wells Fargo or purchased by the Bernstein Companies and Berman Enterprises
Expand existing business license application into a mechanism for collecting economic development data and educating local businesses of available resources for business development and support as a means of providing added value to the licensing process.	✓	FY2015 Business License Application is scheduled to capture additional information.
Develop and issue annual economic development report of economic development benchmarks, including business development, business/property owner survey results, utilized business programs, business loss, job gain/loss, vacancy rates, average lease rates, commercial building investment and net on tax revenue.	✓	Effective FY2015, the City will use GIS Business Analyst program for capturing this data, which is generally more accurate than manually collected data sets. Hyattsville CDC issued a modified economic development report in June 2013.
Identify and engage potential new private entities interested in investing in the area.	✓	City approved a \$400,000 revitalization tax credit to secure 86,000 sq. ft. Safeway development as an anchor tenant at UTC.
Create and/or promote public-private event(s) to help market the area regionally.	✓	The City has relocated its October 'Spookyfest' to University Town Center. The City has partnered with the ATHA Maryland Milestones Program and Hyattsville CDC on the "Bursting In Air" overpass event and participates in the annual Arts Festival.
Actively promote this TDOZ as an employment center for large scale businesses with existing agencies including Maryland Department of Business and Economic Development and Prince George's County Economic Development Corporation.	✓	Prince George's Plaza TDDP was designated as 1 of 3 regional centers in Prince George's County Approved General Plan and 1 of 5 areas identified for Economic Development Initiative (EDI) funding. The City approved a \$400k Revitalization Tax Credit for the Safeway development, spurring a \$24 million investment.

WEST HYATTSVILLE

Initiate the transition of the West Hyattsville Transit District to a walkable, mixed-use urban neighborhood

Critical Path Action Item #8: Improve West Hyattsville Metro Station connectivity by enhancing pedestrian access and circulation along west side of Ager Road and improve access from the neighborhoods on the east and west of Ager Road

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
<p>City acknowledges redevelopment is not likely to occur within the next 3 to 5 years and solutions are required to improve streetscape, bicycle, and pedestrian access.</p>	<p>P</p>	<p>WMATA solicitation is scheduled to be released in Fall 2014 with an 18-month solicitation and contract period.</p> <p>The County is designing Ager Road as a 'green street' with an improved streetscape, dedicated bicycle areas and crosswalks.</p>
<p>Determine ownership of existing access service road and to seek approval to install meters on west side access road to accommodate daily parking to alleviate commuter parking in the adjacent neighborhood.</p>	<p>✓</p>	<p>Ownership of access road has been determined. Staff has monitored the parking issues and determined that on-street parking meters alone will not alleviate commuter parking in the adjacent neighborhood.</p>
<p>Implement recommendations of the Bike/Pedestrian Committee for the bike lanes on City owned streets.</p>	<p>✓</p>	<p>City made a significant initial investment in 2013 with sharrows, signage and bicycle racks. Additional bicycle and pedestrian improvements should be completed as opportunities and funding is available.</p>
<p>Request County and WMATA to address basic pedestrian improvements (adequate striping, signage, lighting, and sidewalks).</p>	<p>P</p>	<p>Prince George's County DPW&T is finalizing plans to redevelop Ager Road as a 'green street', with an emphasis on improved streetscape, bicycle access and walkability.</p>
<p>Request County to review feasibility of providing crosswalks at 29th Ave and Lancer Drive for Pedestrian crossing at Ager with the potential median improvements and pedestrian access pathway from Kirkwood currently being utilized as a dirt-path pedestrian route to the Metro trail.</p>	<p>P</p>	<p>Prince George's County DPW&T is finalizing plans to redevelop Ager Road as a 'green street', which includes multiple crosswalk locations across Ager Road. No improvements have been made to the pedestrian access pathways from Kirkwood Apartments to the Metro.</p>

Critical Path Action Item #9: Improve West Hyattsville Metro Station connectivity by enhancing pedestrian access and circulation along west side of Ager Road and improve access from the neighborhoods on the east and west of Ager Road

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Fund CPTED training for City staff to provide knowledge base for implementation and management of design guidelines and utilization.	-	No funding has been sought or allocated for CPTED Training. Prince George's County DPW&T is finalizing plans to redevelop Ager Road as a 'green street', which includes multiple crosswalk locations across Ager Road.
Develop local CPTED design guidelines from existing standards to be utilized by public and private entities involved in the development of West Hyattsville infrastructure for both short-term and long-term development.	-	No funding has been allocated for CPTED Training.
Improved pedestrian and bicycle safety through the incorporation of Crime Prevention through Environmental Design (CPTED) principles in the design and construction of walkways and paths.	-	No funding has been allocated for CPTED Training.

Critical Path Action Item #10: Complete and update to the 2003 West Hyattsville feasibility study of pre-developed constraints, and upon completion create a Capital Improvement Plan through the assignment of both public and private infrastructure improvements

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Host annual Hyattsville legislative breakfast between City and County and State officials for the transmission of legislative and capital improvement project priorities.	✓	City hosted 2011 Legislative Breakfast, but has not hosted an event since.
Update the West Hyattsville TOD Strategy for pre-development constraints.	-	Grant to fund updated study was not approved. The City has provided WMATA with the 2003 TOD Strategy and based on whether the progress development solicitation yields proposals, it may, or may not, be necessary for the City to invest in updating the existing strategy document.
Initiate a City-wide Capital Development Plan which identifies specific improvements and costs on all non-City owned roadways connected to economic development priority areas; identify any specific public infrastructure improvements to be incorporated into State, County, or local Capital Improvements Plans.	-	City has not pursued this activity.

U.S. ROUTE 1 CORRIDOR

Promote redevelopment within the Arts District and address Route 1 South commercial properties

Critical Path Action Item #11: Evaluate district parking options and develop additional public/shared parking. Improve circulation service to connect the US Route One District with the two metro stations

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
Utilize parking approval process for 4318 Gallatin Street Arcade as a means for inventorying existing and identifying additional parking opportunities and connectivity in the downtown Route 1 area.	-	Project is not funded in FY2015 Capital Improvement Plan.
Develop and implement a signage and way-finding plan to make parking and moving through the district easier and clearer.	✓	As part of the 2011 off-street parking lot infrastructure project, the City installed public parking way-finding signage at locations approved by Maryland SHA. In 2014, the City partnered with the Hyattsville CDC to develop a parking and way-finding map for visitors to locate off street parking lots.
Fund improvements necessary for utilization of existing City owned properties for short-term on and off street parking to address immediate parking demand.	✓	Completed in 2011 with introduction of additional off-street public parking. Introduction of off-street parking permit system is intended to provide additional opportunities for retail related parking.
Create in-house capacity to manage a comprehensive parking district and integrate its funding and operation as a part of the M-NCPPC Development Review process.	P	The City has increased parking management capacity through a mix of dedicated in-house management and contracted services for records and collections management, consistent with the recommendation of City audits. The integration of its funding and operation as part of the M-NCPPC Development Review process is more likely to be feasible as part of a Transportation Demand Management program.

<p>Discuss feasibility of Business Improvement District (BID) and/or structured parking with property and business owners only after an additional \$175-\$200 million in new investment directly on Route 1.</p>	<p>P</p>	<p>Initially reviewed in 2012 with site visits and discussions with representatives of NoMA BID and Capitol Hill BID. Based on the qualitative data provided we confirmed that significant additional investment and active property owners will be necessary to make a business improvement district financially viable.</p> <p>With financial assistance from Maryland DHCD, the City has acquired and prepared parcels for additional parking capacity. Based on the findings of an on-going parking financial and demand analysis, the City will need to consider whether partnering for development of a structured parking facility is a short-term or long-term (10 years) goal.</p> <p>If structured parking is not feasible, the City must consider whether the properties will in the interim are more suitable as an at-grade surface lot.</p>
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Critical Path Action Item #12: Evaluate district parking options and develop additional public/shared parking. Improve circulation service to connect the US Route One District with the two metro stations

ACTION IMPLEMENTATION STEPS	✓ OR -	NOTES
<p>Adopt local tax incentive legislation necessary to maintain eligibility of Gateway Arts District status.</p>	<p>✓</p>	<p>Legislation was approved by the City and Maryland Department of Business & Economic Development in 2012.</p>
<p>Expand existing business license application into a mechanism for collecting economic development data and educating local businesses of available resources for business development and support as a means of providing added value to the licensing process.</p>	<p>✓</p>	<p>The City's Business License Application captures additional information.</p>
<p>Complete development of the Arcade at 4318 Gallatin Street to serve as a venue for municipal, community and arts programming.</p>	<p>-</p>	<p>Project Architect contract expired in June 2013 and no additional efforts have been made to continue the project.</p>

<p>Develop and issue annual economic development report of economic development benchmarks including business development, business/property owner survey results, utilized business programs, business loss, job gain/loss, vacancy rates, average lease rates, commercial building investment, and net on tax revenue.</p>	<p>P</p>	<p>ESRI Business Analyst program will be utilized to capture economic data.</p>
<p>Use of community revitalization tools including, as funding is available, Commercial Façade Improvement Grant programs to improve the exterior of the businesses.</p>	<p>✓</p>	<p>Program is an on-going initiative funded with Community Development Block Grant (CDBG) funds. From 2011–13, the City grants leveraged \$412,297.61 in private investment and 842.8 linear feet of improved commercial façade.</p> <p>City is pursuing Community Legacy funding for the program in FY2015.</p>
<p>Build on emerging business incentive and reinvestment program to make the area viable for small local businesses.</p>	<p>✓</p>	<p>The City provides Commercial Façade Improvement Program as funding is available. The City also partners to support the State of Maryland DHCD Neighborhood BusinessWorks small business lending program.</p> <p>City adopted a Revitalization Tax Credit Program to incentivize redevelopment of underutilized commercial properties within each of the commercial corridors.</p>
<p>Identify a program and funding sources to provide incentives for the adaptive reuse of buildings in the district.</p>	<p>-</p>	<p>The City's Revitalization Tax Credit Program is geared more towards redevelopment and less towards revitalization. The City's Commercial Façade Improvement Program is a revitalization tool, but the funding is limited to exterior renovation.</p> <p>There are limited funding opportunities for adaptive reuse and complications due to U&O and ADA requirements. Historic Preservation may be a potential source of funding, but would require additional regulatory obligations and thresholds to be met in order to qualify.</p>

CONCLUSION & RECOMMENDATIONS

The 2011-2015 Community Sustainability Plan intentionally included challenging, but achievable, incremental steps necessary to achieve the broader goals identified in the Plan and allowed the City to select actions, monitor progress and assess achievement.

This methodology allowed the City to link the unifying vision of the Plan, developed by participating stakeholders, to tangible results intended to benefit the community.

'Action Item' adopted in the Plan have a varying degree of difficulty and community impact, however for the purpose of this assessment each action was weighted equally. As a recommendation for future strategic planning efforts, a simple weighted formula could be utilized, categorizing 'easily' achievable actions with a lower weight and a greater weight to moderate and items with a high degree of difficulty.

The 2011-2015 Community Sustainability Plan identified twelve (12) Critical Action Items (CAI) with 55 corresponding Action implementation steps necessary to fully achieve the CAI's. Of the 55 Steps associated with the 12 CAI's, fifty-one percent (51%) are fully complete. When factoring in items that have made significant progress, but are not fully complete, the rate is 71%.

The Plan was intended to serve as the City's strategic planning document through the year 2015 and would remain as the effective Plan until an update was drafted and adopted by the City Council. At this point in time, we anticipate that the Plan has an additional shelf-life of 12-months from the date of this assessment. It is likely that over the next 12-month period, several of the In-Progress items may be completed and one or two of the items that we did not anticipate completing will also be partially or fully complete, however we consider this a final Scorecard Report and that it serve as a final performance evaluation for the 2011-2015 Community Sustainability Plan.

51 Total Critical Action Items Completed (✓)

10 Critical Action Items are considered to be in-Progress (P)

16 Total Critical Action Items no significant progress or otherwise not pursued

55 Total Critical Action Items

53% Completion Rate

71% Complete + In-Progress Rate

Due to the varying methodologies between the 2003 and 2011 Plans, it is difficult to provide an "apples-to-apples" comparison of the two strategic planning documents. The 2003 Community Legacy Plan, which was considered a success and was recognized throughout the State of Maryland as the gold standard of local revitalization strategy documents, had a lower completion rate than the current Sustainability Plan. Of the 48 priorities identified in the 2003

plan, only 14 were fully achieved with 2-3 items partially achieved, a success rate of approximately 29%.

The 2003 Plan was successful in yielding high-profile results, most notably the redevelopment of the former Lustine used car lot and showroom into the Arts District Hyattsville development, modernization of the City's website and newsletter, the launching of the City's Volunteer Services program, a Gateway Signage program, and redevelopment of the former City Building site as Renaissance Square Artist Housing.

The challenging economic environment in which actions are achieved is a critical factor when evaluating the effectiveness of any long-range strategic plan. A significant number of the actions completed since 2011 were achieved during the worst recession in nearly 70 years. Communities within the Washington, D.C. Beltway region experienced the recession to a lesser extent than many regions throughout the Country, however the negative impact on the local economy was still significant, as it slowed and reduced the City's capitalization on realized growth and assessable tax base. In response to the recession, the City did make a conscious effort to reduce specific operational and delay capital projects in annual budgets, resulting in less resources being made available to complete several of the Actions identified in the Plan.

Based on both the completion rate and progress rate, the 2011-2015 Community Sustainability Plan should be considered an effective comprehensive community revitalization strategy and future efforts should consider a similar methodology in development of both the Plan and the implementation strategy. If a greater amount of quantitative data is desirable, future plans would benefit from assigning a weight for each of the actions, based solely on degree of difficulty and could be based on factors including resources, dictated by market factors or the degree to which the item requires action by other entities.

Moving forward it may be effective for the City to continue to maintain the defined 'Planning Areas' develop in the 2011-2015 Community Sustainability Plan, which concentrates higher density development along major transit corridors and metro stations while preserving the historic homes and green spaces in the City's inner neighborhoods.

The City's Department of Community & Economic Development is scheduled to initiation the update to the Sustainability Plan in April 2016 with a Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis and will coincide with adopted update to the Prince George's Plaza Transit District Development Plan and WMATA's development solicitation for the West Hyattsville Metro Station.

The 2011-2015 Sustainability Plan included a total project budget of \$130,000 and was funded in part by a \$50,000 Community Legacy grant from the Maryland Department of Housing & Community Development (DHCD). The Community Legacy program no longer supports planning efforts, therefore the City of Hyattsville would likely need to utilize a combination of

existing staff resources and contracted services in order to successfully complete an update to the Plan.