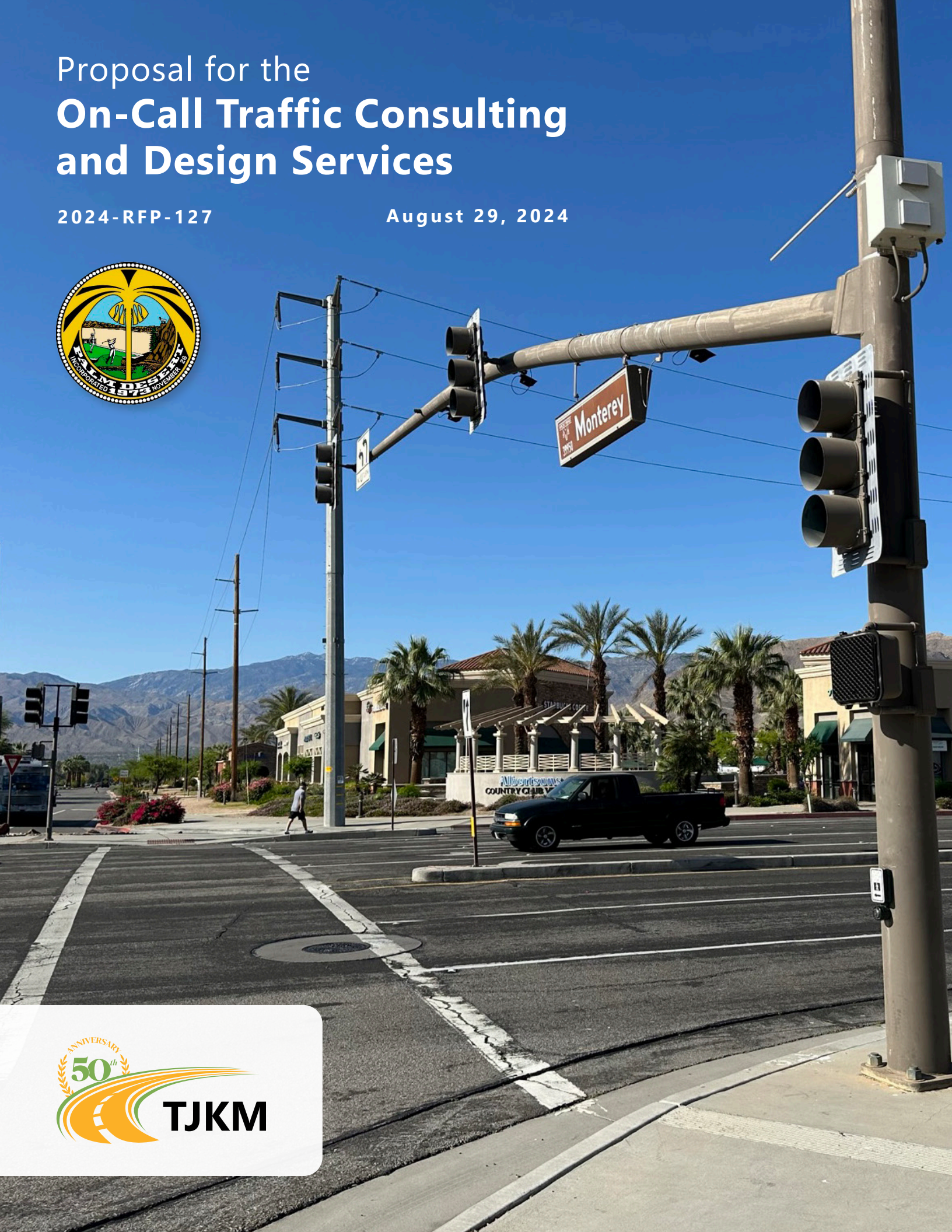
Proposal for the

On-Call Traffic Consulting and Design Services

2024-RFP-127 **August 29, 2024**



50th ANNIVERSARY TJKM

August 29, 2024

City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260

Subject: Proposal for the City of Palm Desert providing On-Call Traffic and Design Services

Dear Selection Committee:

TJKM Transportation Consultants (TJKM) is pleased to submit our Proposal for On-Call Traffic and Design Services.

TJKM is a traffic engineering and transportation planning firm located in Pleasanton, San Jose, Fresno, Sacramento, Santa Rosa, CA; Austin, TX; and Tampa, FL. For 50 years, TJKM has been involved with all aspects of transportation planning and traffic engineering to improve the quality of life for many communities within California. TJKM commits to the City of Palm Desert a dedicated, multi-disciplinary staff of seasoned transportation experts who have the demonstrated capabilities to meet the technical, managerial, and schedule challenges to be encountered with any transportation-related project. The team offered by TJKM is not only unparalleled in each of these areas, but has the creativity to develop innovative design approaches to meet any of the City's project goals.

To meet the specific needs of the City, I am pleased to propose myself, Nayan Amin, TE, as the Project Manager. I bring to the team over 34 years of experience in the areas of traffic engineering, traffic operations, transportation planning, freeway and arterial management studies, signal coordination, traffic signal systems, traffic impact studies/EIRs and intelligent transportation systems planning, and construction oversight. I have extensive experience in macro and microscopic model development and application for analysis of traffic operations for express lane studies as well as multimodal operations, light-rail, bus rapid transit, pedestrian, bicyclists, and traffic safety studies. I will be supported by a group of talented and experienced leaders in their fields with significant experience in providing engineering support services for the development of federal, state, and locally funded transportation-related projects. Our team brings current knowledge and experience to the City and ready to "hit the ground running".

Key Highlight of Approach

To ensure successful delivery of any given task orders with full staff capacity within reasonable timeline, TJKM monitors City development, planned transportation improvements, and projects underway. Proactively, we prefer frequent check-in's with the City's project manager to keep the project manager informed of potential of any viable projects and grant funding opportunities.

Contact and Commitment

As President of the firm, I am authorized to bind TJKM to a contract. If you have any questions regarding our proposal, please do not hesitate to reach me by phone at (408) 410-2977, via email at namin@tjkm.com. Mailed correspondence can be sent to our corporate office located at 4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588.

We look forward to the opportunity to answer any questions regarding our Proposal. Thank you for considering TJKM.

Sincerely,

TJKM Transportation Consultants

Nayan Amin, TE - President

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EXPERIENCE & TECHNICAL COMPETENCE

50th ANNIVERSARY

TJKM

City of Palm Desert Proposal for
On-Call Traffic Consulting & Design Services

TJKM Transportation Consultants (TJKM) is pleased to submit our Proposal for On-Call Traffic Consulting & Design Services to the City of Palm Desert.

EXPERIENCE AND TECHNICAL COMPETENCE

Background

TJKM, founded in 1974, is a traffic engineering, transportation planning, and traffic operations firm that provides professional services in California, Florida, and Texas. For 50 years, more than 3,500 satisfied clients in more than 380 jurisdictions have entrusted TJKM with their critical work.

We serve a full-range of clients, including municipalities, congestion management agencies, metropolitan planning organizations, transportation agencies, private developers, other consulting firms, and attorneys. TJKM has been involved in more than 8,000 transportation projects throughout California, and averages about 240 new projects each year. TJKM's primary service categories include traffic engineering design (including Plans, Specifications, and Estimates [PS&E]), transportation planning, traffic safety, traffic operations, corridor studies, Intelligent Transportation Systems (ITS), and multimodal studies.

Our motivation comes from satisfying clients' objectives and improving communities. TJKM has a strong roster of both public and private sector clients and continually builds upon this base.

TJKM has five decades of experience on successfully delivering projects for a wide range of traffic engineering, transportation planning and traffic operations projects, including over 50 On-Call assignments. Over the years, we have gained invaluable insight and experience in managing individual assignments under On-Call contracts. TJKM has played an important role in the completion of numerous On-Call Contracts as an extension of staff for our clients.

With this knowledge, TJKM will ensure that our service to your agency will be timely, cost-effective, and of the highest quality as we serve as an extension to your staff. A major goal for each On-Call assignment will be to complete all phases within the budget and schedule. Because of our boundless familiarity with all the major aspects of transportation projects, we are confident our proposed work plans will satisfy the City's goals and objectives for each project.

Our goal is to provide the most cost-effective implementable solutions that meets the unique needs of each client while remaining within budget and on schedule. We are professionals with a passion for safe and sustainable transportation - fully committed to highest client satisfaction.

TJKM is a Disadvantaged Business Enterprise (DBE) #40772 and Small Business Enterprise (SBE) #38780.

FULL SERVICE TEAM

As a full-service, multi-disciplinary organization, the TJKM Team offers expertise in the following areas:

- Transportation Engineering Design:
  - Traffic Signals Design
  - Roadway Improvement Design
  - Development & Site Plan Review
  - Construction Support Services
  - Design Criteria, Schematic Design & Alternatives
  - Project Phasing, Scheduling, & Estimating
  - Topographic Surveys
  - Government Agency Review & Coordination
  - PS&E Preparation
  - Intelligent Transportation Systems (ITS)
  - Incident Management System
  - Communication Systems
- Transportation Planning:
  - Traffic Impact Analysis
  - On-Street & Off-Street Parking
  - Neighborhood Traffic Calming Program
  - Parking Studies
  - Multimodal Studies
  - Environmental Impact Studies
  - Pedestrian & Bicycle Access & Safety
  - Traffic Impact Fee Program
  - Multimodal Impact Fee Program
  - Vehicle Miles Traveled Analysis

- Traffic Operations:
  - Corridor Studies
  - Traffic Studies & Analysis
  - Traffic Simulation
  - Transit Priority & Bus Rapid Transit
  - Feasibility Studies
  - Noise Analysis
  - Traffic Surveys
  - Warrant Analysis
  - Traffic Signal Timing & Coordination
- Travel Demand Modeling:
  - Travel Demand Forecasting for all modes
  - Transit Modeling & Simulation
  - Data Analytics
- Safety Studies:
  - Systemic Safety Analysis
  - Local Road Safety Plan
  - Comprehensive Safety Action Plan
  - Engineering & Traffic Studies
  - Vision Zero Action Plans
- Additional Consulting Services:
  - Staff Augmentation
  - Programming & Grant Application
  - Educational Material
  - Public & Staff Meeting Facilitation
  - Outreach
  - Peer Review

The map below illustrates some of our On-Call Contracts.

EXPERTISE

Traffic Engineering and Analysis

Traffic Engineering

The TJKM Team has all the requisite technical experience that is required to complete any project successfully. Our team members have extensive knowledge and experience with traffic engineering and traffic signal coordination, implementation and fine-tuning, traffic studies, intersection levels of service, freeway, and arterial operational studies, PS&E for signals and as-built plans, neighborhood and circulation plan studies, data collection, traffic handling plans, pedestrian and bicycle studies, traffic safety analysis, operational analysis, and signing and striping.

Based on our experience in delivering successful similar projects we believe in order to develop good plans; data must be collected. We will take the data and input into a standard capacity analysis software to be analyzed. Our staff is thoroughly knowledgeable of HCS, Synchro, VISSIM, VISTRO, SIDRA, Traffix, TransModeler, FREQ, Streetwise, ATMS.now, 200SA, 233, Caltrans C8, QuickNet, ACTRA, MIST, Wapiti, McCain, and CORSIM. We also have experience in legacy systems such as Transyt-7F for transitioning archived projects. We are adept with TransCAD, VISSUM, and CUBE for modeling. Once the plans have been developed via a software program, we know it is important that the traffic engineer observe the resulting conditions and fine-tune the plans to make them the most effective.

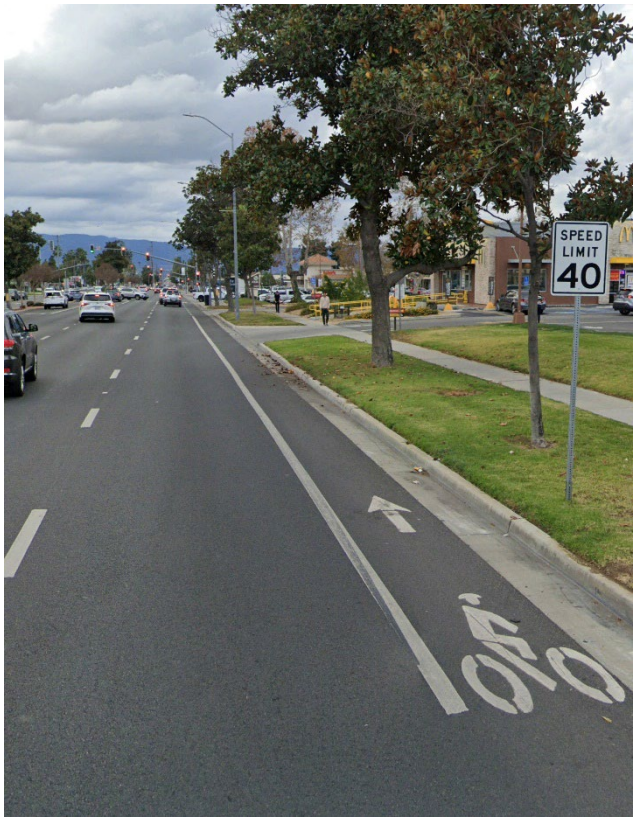
Development of Traffic Studies and Reports

Traffic is often one of the major considerations in planning a new or modified development. Traffic Studies are a specialty at TJKM that we are well trained and highly effective in analyzing potential impacts created by a new or modified development, and we develop creative solutions that our clients can implement. The purpose of these are to assist agencies in the public sectors and companies within the private sectors, in making major land use and other development decisions. We have performed this service for both public and private sector clients throughout the State of California.

We have assessed traffic under existing, near-term, and long-term future conditions and evaluated all the feasible or proposed alternatives as well as provided recommendations. We develop innovative and feasible solutions regarding operational improvements, ITS strategies, and system expansion projects to preserve or improve performance measures within the corridor.

TJKM's TIS services typically include Identifying LOS deficiencies, recommending alternative circulation systems, producing forecasts using transportation models, and providing mitigation measures for traffic impacts associated with a proposed development. TJKM has conducted over 3,000 TIS as part of EIRs or as separate analyses. We have conducted studies for residential, retail, office, institutional, industrial, government, and recreational developments. Our clients include both private developers and government agencies.

The TJKM team members have conducted feasibility studies, developed concepts, and developed PS&E for projects. We routinely attend City Council and Planning Commission meetings to support our findings and recommendations and have a successful record of achieving accord between the developer's vision and the best interests of the community.



Corridor Studies

TJKM has conducted corridor studies for significant transportation projects along major arterials, state highways and freeways. Such studies analyze conditions for vehicular traffic as well as bicycle and pedestrian facilities and transit operations. These studies seek to identify the mix of transportation improvements that would be most effective in moving people and goods in specific travel corridors, and balancing those improvements with available funding and neighborhood and community concerns.

When planning or integrating multiple modes of transportation within a traffic corridor shared by multiple modes of travel, it is important to know about the issues and concerns. TJKM has performed numerous corridor studies that provided a balanced and comprehensive view of the project. We analyzed existing conditions and identified deficiencies, opportunities, and constraints. As part of the analysis, we forecast population, traffic, and land use changes to project future corridor use by different modes of transportation. We have assessed traffic management under existing, near-term, and long-term future conditions and evaluated all the feasible or proposed alternatives as well as provided recommendations. Our expertise includes developing Corridor System Management Plans (CSMP) that outline the multi-jurisdictional management of a corridor experiencing delay due to congestion, with emphasis on operations and getting the most of our existing infrastructure. We are highly skilled at analyzing existing and future traffic conditions and assessments of performance measures within the corridor. We develop innovative and feasible solutions regarding operational improvements, intelligent transportation system (ITS) strategies, and system expansion projects to preserve or improve performance measures within the corridor.

Traffic Signal Timing and Coordination

Any signal coordination project presents many challenges such as: signal timing optimization philosophies and strategies; pedestrian clearances; advance and exclusive pedestrian phases; transit signal priority; cycle length selection; network partitioning; cross street coordination; and queue management. Our approach is based on numerous signal coordination projects we have worked on and lessons learned from those projects. Based on our extensive experience in delivering successful similar projects we believe in order to develop good timing plans, accurate traffic volumes and data must be collected and analyzed. In addition, identification of the feeders and facilitators and other key relevant factors that can impact the progression and operations for all modes of transportation is very important. Once the plans have been developed via a software program, it is important that the traffic engineer observe the resulting conditions and fine-tune the plans to make them the most effective.

Our Team has timed approximately 1,500+ intersections throughout the State of California. Our proposed team members have worked on signal coordination projects under the Metropolitan Transportation Commission's (MTC) Regional Signal Timing Program (RSTP) 2008-2010 Cycles and PASS 2010-2024 Cycles. In addition, we have provided traffic signal timing evaluation and signal timing plans for numerous local jurisdictions within the State. Many of our traffic signal system projects have included coordination of existing signals, development of new timing plans, implementation, and fine tuning, including interconnect design for some projects. Our staff is thoroughly knowledgeable of all of the standard capacity analysis software including HCS, Synchro, VISSIM, VISTRO, SIDRA, Traffix, TransModeler, FREQ, and CORSIM. We also have experience in legacy software systems such as Transyt-7F for transitioning archived projects to new efforts. We are also adept with TransCAD, VISSUM, and CUBE for travel demand modeling.

TJKM staff also has in-depth expertise in the development and calibration of the types of signal coordination plans available to improve transportation management systems: time-of-day, traffic responsive, and traffic adaptive signal coordination routines.

Data Collection

TJKM's services include data collection utilized to augment available databases. TJKM has historically provided various types of traffic counts for our clients. Prior to initiating field data collection, TJKM will review each potential inventory item with your organization to ensure there is complete agreement on each component. Our engineers or planners visit the sites and make qualitative assessments of site traffic operations, particularly in terms of safety, queue lengths, delays, conflicts, or any operational characteristics that should be considered in recommending the need for improvements. By observing traffic conditions personally, we can then determine the most effective strategies that will actually work to improve operations rather than what may sound good on paper. The types of counts we perform include:

- Collect hourly traffic count data on major roadways for a minimum period of 24 hours during typical weekday traffic conditions.
- Four Hour Turning Movement Counts taken for the hours encompassing the morning, midday peak and afternoon traffic periods and/or peak periods during which warranting volumes exist and an off-peak period.
- Pedestrian and bicycle volume counts encompassing the morning and evening peak traffic periods and/or the peak pedestrian and bicycle volume periods.

After data collection, we then prepare condition assessments. The data collected is then input into a program, such as TRAFFIX, Synchro, or SimTraffic to develop traffic count databases and traffic speed profiles using GPS technology. Generally, they show the geometry and dimensions, including driveways, sidewalks, signs, pavement markings, turn lanes, lane widths, taper lengths, turning and curb radii, traffic control devices and other roadway or roadside elements that contribute to the quality of intersection operation. We analyze the data to determine if the amount of traffic data within the study area is acceptable to your agency's standards.

Speed Studies

TJKM has conducted numerous Engineering and Traffic Surveys (ETS) for municipal agencies in over 50 jurisdictions throughout the State of California. Each study segments in all of these projects were carefully reviewed to meet the requirements of California state laws for speed zones and radar enforcement. Past study recommendations have been adopted by our municipal clients keeping them in compliance with state law and improving traffic safety in their communities.

In order to better conform to the standards established in the Federal Highway Administration's (FHWA) California Manual on Uniform Traffic Control Devices (CA MUTCD), and to address some of the widespread disregard of the five mile per hour (mph) special downward speed zoning provision, the CA MUTCD revised the speed zoning section to require rounding the 85th percentile to the nearest five mph increment rather than the lower five mph increment. This specific guideline revision has resulted in raising certain street speed limits and has become a challenge for the State and local jurisdictions. TJKM uses pre-existing software templates and tools to perform technical analysis, which are proven effective on similar projects. We also use a checklist to ensure all procedures and tasks are followed satisfactorily. This practice eliminates repetitive work and increases the efficiency of our personnel.

Transportation Planning

Our Team is recognized throughout California for our transportation planning and design capabilities. TJKM is a full-service planning and engineering firm that develops mobility strategies and transportation design solutions that support community goals, with the technical expertise necessary to ensure that proposed solutions are feasible. TJKM staff have assisted cities throughout California with integrated transportation/land use planning efforts, including General Plans, Specific Plans and related planning efforts. Our approach to analysis and development of recommendations keeps in mind that variation arises due to complex reasons that range from accessibility afforded to residents in a particular area, to cultural, social, and economic reasons that are not traditionally considered by transportation planners. We focus on three strategies to address the last-mile problem in accessing public transportation, with a goal of developing a successful intermodal passenger transportation system.

Multimodal

TJKM has incorporated bike and pedestrian planning and design in many of its projects. TJKM has prepared trail designs, and trail/roadway intersection designs, along with elaborate Class II bicycle facilities along major streets and at intersections. Based on the individual project, TJKM frequently inventories existing bicycle and pedestrian volumes as a part of multimodal planning studies and design projects, analyzes impacts, develops recommendations and alternatives, conducts outreach, and prepares deliverables.

Bicycle and Pedestrian

TJKM has completed studies for Bicycle and Pedestrian Access and Safety studies throughout California. Our team members have developed bicycle and pedestrian safety programs for more than 30 local jurisdictions in Northern California.

The TJKM Team has all the requisite technical experience that is required to complete any project successfully. Our team members have extensive knowledge and experience of traffic signal coordination, implementation and fine-tuning, traffic studies, intersection levels of service, freeway, and arterial operational studies, PS&E for signals and as-built plans, neighborhood and circulation plan studies, data collection, traffic handling plans, pedestrian and bicycle studies, traffic safety analysis, operational analysis and signing and striping. Our proposed team members have provided on-call traffic engineering services to numerous jurisdictions throughout the State of California since 1974.

Through our extensive experience, our project team understands how to prepare scopes, budgets and schedules to translate County requirements into successful projects. Our team members have worked extensively with Caltrans, local municipalities and agencies, Congestion Management Agencies, Counties, and private developers. Our staff members have worked on numerous projects requiring coordination between different agencies across jurisdictional boundaries.

Our proposed team members are fully conversant with applicable federal, state, and local roadway design standards, and engineering units of measurement including English and metric systems. Our designers are also fully conversant with roadway improvement drafting standards, and extensive experience preparing plans as per Caltrans "Plans Preparation Manual" and "CADD User's Manual of Instructions."

Grant Applications

TJKM has assisted cities in preparing successful grant applications as part of our on-call engagements. TJKM prepared four project applications for Transportation Development Act (TDA) Article 3 and San Mateo County Measure A funds under the County's Pedestrian and Bicycle Program, on behalf of the City of Redwood City. Starting from only a very broad description of each project, TJKM conducted field investigations, developed design concepts, and prepared drawings and cost estimates for the proposed improvements for the grant applications. In the case of an application for TDA Article 3 funds, TJKM prepared detailed plans for roadway re-striping to add bike lanes or bike route and share-the-road signs and markings as appropriate, which successfully qualified the project as "construction-ready"

per the TDA grant requirements. TJKM completed all of the work on the four applications in approximately two weeks to meet the tight deadline set by the County. As part of the selection process, TJKM presented the four projects at a joint meeting of the County's Bicycle and Pedestrian Advisory Committee (BPAC) and Transportation Authority (TA) Evaluation Panel. The County awarded funding to three of the projects, representing nearly $1.4 million of the total $5.6 million awarded, from a field of 41 projects submitted by 18 jurisdictions requesting $11.2 million; the fourth Redwood City project was ranked immediately "below the line" for Measure A funds.

Traffic Signal Design and Implementation

TJKM has designed more than 3,000 signals in 200 jurisdictions in California. Our staff are very knowledgeable in preparing high quality and accurate PS&E for new/modified signal systems and pavement delineation that enhances capacity and safety. TJKM's design process includes a detailed site investigation to verify existing items such as; lane geometry, sight distance issues, signal poles, controller cabinets, service pedestals, pull boxes, conduits, street lighting circuits, and other information. Due to the site investigation, our staff has hands-on experience and an extensive track record of successfully delivering constructible design projects.

Many of our signal design projects require design for interconnect and coordination that include fiber optic, copper wire, and wireless communications. Due to the evolving environment of signal design and traffic monitoring, the TJKM Team is very familiar with modifying and installing news signals with surveillance cameras, video detection systems, and wireless devices to support Adaptive Traffic Control Systems, Automated Traffic Signal Performance Measure, and Connected Vehicle applications. Many of our signal system projects have included coordination of existing signals, development of new timing plans, implementation, and fine tuning, including interconnect design for some projects.

TJKM, as part of our extensive experience working on design related projects for both public agencies and private development brings a wealth of knowledge in preparing PS&E for various projects. TJKM will follow the desired 30%, 90%, 100% PS&E submittal stages to deliver a high quality product to the City. At 30% level, it is typical to submit plans and estimates to get a preliminary evaluation of the overall project layout and ensure the estimate matches the allocated construction budget. Then, the remainder of the submittal specifications will be provided to develop a high quality construction ready PS&E set. If bid support or construction support are needed, TJKM will also

assist on these tasks. This can include responding to Request for Information, reviewing submittals, providing record drawings, and any other services required during the bidding process and construction.

Traffic Calming and Safety Improvements

Traffic Calming

Almost 20 percent of TJKM's total project experience is traffic calming recommendations and design. Many of our municipal contracts are directly related to developing implementable neighborhood traffic calming strategies. Our calming strategies have been implemented repeatedly due to our careful and thoughtful analysis of current traffic conditions since wider streets are generally a deterrent to pedestrians. We have used various techniques (such as curb bulb-outs, lane reductions, speed humps, pedestrian refuge, medians, raised intersections and crosswalks, etc.) to make a street more walkable and pedestrian friendly.

TJKM has seasoned personnel who have been involved in the planning, procedures, and policies of traffic calming devices that make for a more walkable community. Our approaches and processes are in place because they have worked well in the past. Our success with traffic calming projects comes from years of tried and true experiences. TJKM has written traffic calming policies and guidelines for public agencies, including Concord, Millbrae, Hayward, Dinuba, Campbell, Los Gatos, Palo Alto, and San Leandro.

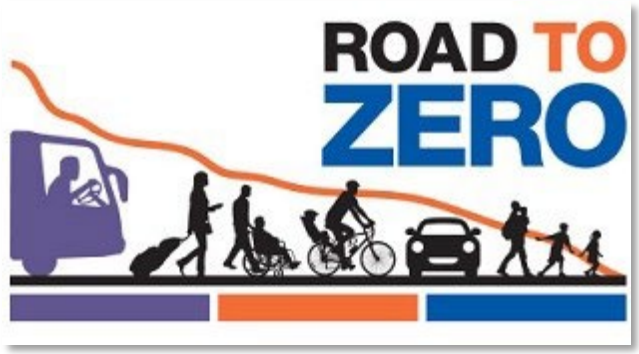
Pedestrian Safety Improvements

TJKM has extensive experience preparing plans for various alternative pedestrian and bicycle facilities as part of intersection improvement projects and streetscape projects. TJKM has designed pedestrian safety and bicycle gap closure projects that involve installation of Class II, III, and IV bicycle facilities. Lot of the work involves installation of a pedestrian safety device to improve the safety at each crossing. This ranges from Static warning signs to Rectangular Rapid Flashing Beacons (RRFB), and Pedestrian Hybrid Beacons (PHB). This typically entails the preparation of a full set of electrical drawings, signage, striping plans, estimate and specifications (PS&E). The projects are also funded by grant funding such as Highway Safety Improvements Program (HSIP), Congestion Mitigation and Air Quality (CMAQ) and other funding sources.

Safety Improvement Plans

TJKM is assisting cities and counties to develop their Vision Zero policy documents, vision statements, and guiding principles. This is done by analyzing 10 years of injury collision data and cities' transportation networks to identify collision patterns and trends, developing high injury networks to maximize the impact of future safety improvement projects, and establishes metrics and targets for year-over-year collision reduction monitoring. Through an extensive literature review processes, analysis, community outreach, and field observations our team members have identified proven safety countermeasures (used nationally and globally) to decrease roadway conflicts, create networks that are safe for all users, and contribute to place making.

Demographics of the area are collected to ensure that the implementation of identified strategies and countermeasures are equitable throughout each jurisdiction. Through coordination with staff, stakeholders, and the community (through online and in-person community outreach events), our team members have helped jurisdictions to form a Vision Zero Task Force who assist them in developing and refining the core strategies and action policies for these Vision Zero initiatives to account for the uniqueness of each jurisdiction.



TJKM also helps the cities and counties to integrate their ArcGIS platform with the collision dashboard; this helps the agencies to continuously monitor the performance of the implemented countermeasures and safety projects. This monitoring mechanism helps the stakeholder advisory group to further fine-tune their safety countermeasures and strategies.

School Zone Safety Enhancements

TJKM has evaluated bicyclist and pedestrian safety and designed improvements as part of numerous Safe Route to School projects, and our staff is highly cognizant of the dynamics of school route safety through our experience as city traffic engineers. We understand the characteristics of school-age children, as well as the often limited resources available to implement improvement measures. We strive to balance competing priorities and recommend safety measures that can be implemented in both the short and long term. We work with all project stakeholders to build consensus on improving safety for all students traveling to and from schools.

Parking Studies and Management

A key ingredient to a vibrant community is the availability of affordable and convenient parking in easily accessible locations. TJKM has completed over 500 projects that have included parking studies for residential districts, downtown areas, office buildings, shopping centers, hospitals and medical facilities, transit stations, civic centers, major universities, and other institutions. We have completed studies that involved parking supply/demand analysis, parking intrusion into residential neighborhoods, commuter parking, permit parking programs, parking fees, enforcement, wayfinding signs, policy development, etc.

We bring knowledge that covers both on-street and off-street parking facilities. We will inventory and map existing parking, analyze parking needs and opportunities, and provide recommendations through the development of a parking study. The completed study will provide direction on the development of parking priorities and recommendations to help address real and perceived parking concerns.

We have developed parking demand management solutions for many cities that have seen sustained growth and prosperity with a goal to reduce parking demand by promoting cleaner and sustainable non-auto modes of transportation as well as ensure the continued success and expansion of downtown areas. Additionally, we can provide a phased implementation plan that will provide direction on how to best meet current and future parking needs.

Intelligent Transportation Systems (ITS)

Our Team is recognized for transportation planning and design capabilities. We have worked with numerous agencies to improve the efficiency of surface transportation systems through the planning, design, operation, and maintenance phases of ITS projects. Our team members bring significant experience in the design and development of ITS systems during the last 20 years. Through our work, TJKM has developed a process that provides efficient ITS design through a multi-level approach, which addresses each element from concept, implement and to full operational stage. TJKM, and its team members in their individual experience, have successfully applied this approach to several similar projects throughout the nation, tailoring each project to the client's needs. On ITS design projects, we bring valuable experience in inventorying existing conditions, develop base maps, and prepare PS&E for ITS projects at 30%, 90%, and 100% design level. Various projects that included ITS services are listed on the right.

Public Engagement and Outreach

It is critical to the success of any project that the public is involved in the project development. Citizens like to be aware of the local projects in their community and be involved in the steps or decision making process. This mindset resonates in how we communicate with our clients and the public and it will show in the satisfaction of your community. We facilitate public engagement/awareness through several steps that help us gather input effectively.

- Virtual Conferencing - We can use any platform acceptable to our clients for virtual meetings. We are keenly aware of the special needs of persons with disabilities that may not be able to attend meeting in person. In those cases, we use mailers/emails that are distributed announcing any virtual meetings. We can use any platform (Zoom, Microsoft Teams, Google Meet, WebEx, GoTo Meeting, or Skype) with screen sharing capability for virtual meetings.
- Websites – The development of project websites for updates, announcements, specific project data, graphical displays, notices, handouts for public meetings, and online surveys, and to create involvement and elicit feedback. TJKM has a very strong team of graphic designers with experience preparing materials to be used on websites or printed and distributed at the public meetings.
- Community Events/Meeting - TJKM's staff will attend, present, and answer project questions at various functions such as farmer's markets, pop-up events, festivals, as well as specific project events such as community outreach meetings, walking/biking tours, meeting with special advocacy groups.

We value diverse views by promoting public engagement and feedback. TJKM specializes in a variety of community outreach methods and strategies to assist our plans and clients, including public workshops, focus groups, hosting walking/biking tours, development of project websites for announcements and to elicit feedback, consent building, pop-up events and tactical urbanism, and intercept and online surveys.

Project Management and Coordination

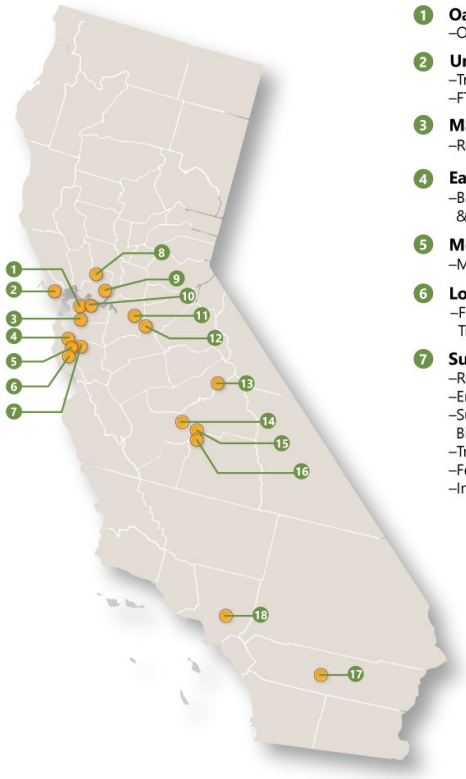
Frequent and effective communication between the City of Palm Springs and the TJKM Team is needed to maintain the project schedule and ensure a quality product. TJKM will manage the schedule and budget throughout the duration of the project. After the Notice-To-Proceed, TJKM will facilitate a Kick-Off Meeting with the City's Project Manager and other City representatives. TJKM will prepare meeting materials including

an agenda and related handouts. Throughout the project, TJKM expects ongoing emails, conference calls, and monthly meetings with the City's Project Manager to keep the project on track and to meet City's expectations during the creation of the Plan. Meetings can be in person or through virtual conferencing with screen sharing capability (Zoom or similar). TJKM will prepare the schedule in Microsoft (MS) Project software format and will perform updates to the schedule at design progress meetings. TJKM will maintain all agendas, meeting notes, and action items through a Google doc, which will be a living document throughout the life of the project and will provide an open and up-to-date communication platform.

Familiarity with City, State, and Federal Regulations and Standards

TJKM has completed numerous projects that have followed State and Federal procedures and processes. Some of these projects include the Federal and State Safe Routes to School design projects, while others have included the HSIP projects. We have also completed projects funded through the Section 130 program, and yet others have included projects funded by State and Federal CMQA Improvement. All of these projects require coordination with Caltrans Local Assistance Program for E-76 permit approval. The level of TJKM's involvement has varied depending on the Client. On some of these projects, TJKM has assisted the local agency with the completion of the RFA to Proceed package to Caltrans Local Assistance for Preliminary Engineering authorization and E-76 permit authorization for construction funds. We are familiar with the processes used to satisfy a variety of funding sources, and will draw upon our background and extensive experience to satisfy all the procedures and processes of this project.

The map below shows our relevant HSIP projects with locations.



1. **Oakland**
   –On-Call Traffic Engineering Services - Task Order 1, HSIP Cycle 8
2. **Union City**
   –Traffic Signals at the Intersections of 11th Street at Transit Loop Road
   –FTA Transit Loop Signals at 11th Street
3. **Marin County**
   –Redwood Highway/US 101 On/Off-Ramp Signal Modification
4. **East Palo Alto**
   –Bay Road Improvements, Planning, Environmental Assessment, & Design
5. **Mountain View**
   –Modification to Grant/Phyllis/Martens Intersections
6. **Los Altos**
   –First/Cuesta at San Antonio Bike Loop Detection & Traffic Signal Modification
7. **Sunnyvale**
   –Remington Drive/Bernardo Avenue Traffic Signal Design Installation
   –Engineering Design for Two Intersections
   –Sunnyvale-Saratoga Road Traffic Signal, Bicycle & Pedestrian Safety Project
   –Traffic Signal Reconstruction at Mathilda Avenue & Indio Way
   –Federal Safe Routes to Schools Citywide Project
   –Intersection Upgrade at E. Remington Drive/Michaelangelo Drive
8. **Suisun City**
   –Sunset Avenue at Railroad Avenue Traffic Signal Modification
9. **Concord**
   –CMAQ Downtown Pedestrian & Bicycle Lane Improvements
   –Citywide Signal Upgrade HSIPL-5135(056)
10. **Pittsburg**
    –Systemic Signal Hardware Upgrade
    –Systemic Signing & Striping Upgrade
11. **Stockton**
    –Benjamin Holt Drive & Cumberland Place Traffic Signal Installation
    –Benjamin Holt Drive & Inglewood Avenue Traffic Signal Installation
12. **Manteca**
    –Woodward & Wellington Avenue Rapid Rectangular Flashing Beacons
    –Citywide Signal Upgrade HSIPL-5242(034)
    –Retroflective Sign Project CIP No. 16027
13. **Madera County**
    –Traffic Signal Installation - Road 36 & Avenue 12 ½
14. **Fresno**
    –Traffic Signal Installation - Chestnut/Shepherd Avenue
    –Manning & Alta Avenues Left Turn Phasing
15. **Dinuba**
    –Systemic Improvements for Pavement Markings, Raised Medians, & Sight Distance at 50 Intersections
    –Systemic Improvements for Centerline/Edgeline, Flush Median, & Bicycle Facilities at Major Corridors
16. **Visalia**
    –Five Signal Modifications Project
    –Santa Fe Street Signal Installation & Fiber Interconnect
17. **Palm Desert**
    –Traffic Signal Improvements at 97 Locations
18. **Alhambra**
    –Pedestrian Countdown Head Installation Project

Environmental and Regulatory Compliance

TJKM has successfully contributed to Environmental Impact Reports (EIRs) for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance for a variety of projects. TJKM works with both Environmental and Planning firms, or directly with public agencies to assist in the approval of development proposals. Our goal is to develop mitigation measures that will minimize a project's impact on the surrounding transportation system, and ultimately, our environment. We deliver high-quality services that satisfy the needs and goals of each project, and pride ourselves in our ability to complete EIR transportation sections on or ahead of schedule, and for a great value. TJKM provides transportation studies related to the environmental approval process for all types of land uses, including: freeways (Project Study Reports/Project Reports), mixed-use, industrial, residential, office, retail, agricultural, institutional, and more.

TJKM provides transportation studies related to the environmental approval process for all types of land uses, including freeways (Project Study Reports/Project Reports), mixed-use, industrial, residential, office, retail, agricultural, institutional, and more. Our multimodal planning and design studies focus on transportation facility design, and traffic operations analysis in support of environmental documentation meeting California Environmental Quality Act (CEQA) standards.

References

Nearly 85 percent of our clients are repeat clients. Prompt service, attention to details, strict adherence to schedule requirements, and commitment to our clients' goals are among the reasons for this steady client base. Our objective on every assignment is to provide the most cost-effective product that meets the specific needs and criteria of each client within the planned schedule and budget. We encourage the City of Palm Desert to contact our references to learn about our performance. We are confident that you will be pleased with what our clients have to say about us.

HSIP TRAFFIC SIGNAL IMPROVEMENTS PROJECT, PALM DESERT

Reference: *Bassam Al-Beitawi, City of Palm Desert, (760) 776-6452, balbeitawi@palmdesert.gov |* ***Dates****: 2023-2024*

TJKM assisted with the City with preparing the PS&E which was funded by HSIP funds. The project included installation of yellow retroreflective borders for 99 signals throughout the City. TJKM conducted a field investigation of all existing traffic signal backplates (make/model and signal equipment) to determine what was necessary to replace at each intersection. Following the field investigation, TJKM prepared the traffic signal plans and estimate using current Caltrans and City standards in AutoCAD format using google earth aerials for both existing geometric features and proposed equipment.

TJKM completed the design PS&E in two months including the forms for the E-76 submittal. The City is currently waiting on the last comments from Caltrans to approve the E-76 construction funds. TJKM will provide support during bidding/construction.

ON-CALL PROFESSIONAL TRAFFIC ENGINEERING/TRANSPORTATION PLANNING, CONCORD

Reference: *Abhishek Parikh, City of Concord, (925) 671-3129, abhishek.parikh@cityofconcord.org |* ***Dates****: 2015-Ongoing*

TJKM is providing transportation planning, traffic operations and traffic engineering services for the City on an On-Call basis. Tasks included:

- Galindo Street Corridor Plan – The primary goal of the Plan was to develop concept plans to redesign and enhance public right-of-way for pedestrians, bicyclists, and transit users to support the anticipated residential and employment growth within the Downtown Priority Development Area.
- Website Design Services – Created a user-friendly website for the City's Transportation Division.
- HSIP Application for Various Locations – Developed a HSIP application for to improve signal hardware (lenses, backplates, mountings, size, number), upgrade cabinet equipment, controllers and modify phasing to provide a Lead Pedestrian Interval (LPI) at various locations. The application was approved for funding.
- Staff Augmentation Support – Provided on-site staff to assist the City with various signal timing and traffic operations tasks.
- Monument Boulevard Fiber PS&E - TJKM assisted the City with the design of the fiber interconnect along Monument Boulevard, which connected 10 traffic signals to the existing trunkline. This enables the City to monitor the traffic signals remotely and implement adaptive signal operation to improve progression along the corridor.
- Collision Analysis Dashboard - TJKM developed a Collision Analysis Dashboard based on the last 10 years of collision data for numerous agencies. The Dashboard comprised an interactive mapping tool to conduct collision analysis, visualize data, analyze collision trends, and develop and monitor high-injury networks. The culmination of these features allowed Concord to implement resources that prioritized safety projects with the higher benefits. In addition, it had embedded functionality that monitored and analyzed the network's performance of implemented safety measures, which helped Concord formulate and manage safety policies and procedures. The integration of the collision analysis Dashboard with their ArcGIS asset management platform had helped to enhance safety within the City by not only monitoring the implemented projects but also by prioritizing and identifying the potential future projects and pursuing appropriate Grant Funding opportunities.
- Citywide Neighborhood Traffic Calming Program - The program will help establish a mechanism for residents to inform City staff of concerns on City-operated streets, provide decision makers a toolkit of nearly 30 traffic calming countermeasures to be used based on context and community preference, and a process to prioritize projects proportional to current funding opportunities.
- Vision Zero Plan - TJKM is assisting the City to develop a Vision Zero Action Plan (VZAP) to enhance safety and operations for all modes of transportation of all ages. The scope of work includes: Development of a Vision Zero policy; Formation of Stakeholder Advisory Group (SAG); Public outreach; Collision data collection and analysis; Identifying High Injury Network; Collision Trends and Collision Profiles; Identification of Vision Zero countermeasure toolbox; Development of policies and programs; Development of a Capital Improvement List for the Action Plan and Action Plan Strategy; Development of educational and enforcement programs; Proposed text for a General Plan update; and Final Vision Zero Action Plan.

ON-CALL TRAFFIC ENGINEERING SERVICES, PALO ALTO

Reference: *Rafael Rius, City of Palo Alto, (650) 329-2305, rafael.rius@cityofpaloalto.org* | ***Dates****: 2013-Ongoing*

TJKM was selected to provide on-call services to Palo Alto for several key projects in the City including:

- SRTS Design and Construction Inspection Project - TJKM engineers conducted fieldwork and designed the PS&E for four elementary schools. In addition, TJKM engineers provided construction support for this major SRTS project.
- Embarcadero Road Redesign to Palo Alto High School - Currently this stretch of the roadway is typically very congested due to the limited spacing available on Embarcadero Road between El Camino Real and the underpass to the east. The limited area needs to serve two major generators – Town and Country Shopping Center and Palo Alto High School. TJKM conducted traffic simulation for several alternatives and assisted the City in selecting a few Plan Line alternatives.
- Review of Alma Street Train Preemption Signal Phasing Alternative - TJKM reviewed existing train preemption and recommended an improved signal-phasing plan.
- Residential Permit Parking Inventory - TJKM conducted citywide parking inventory for the residential permit-parking program.
- Alma Street/Loma Verde Signal Warrant Analysis - TJKM conducted a signal warrant analysis based on CA MUTCD guidelines.
- Providing On-Call Traffic Engineering Support – For two days per week, TJKM is providing on-site assistance with the citizen requests related to transportation planning, traffic engineering and traffic operations, parking restriction, reviewing proposed traffic calming devices, pedestrian crossing signals, stop sign installations.

TJKM regularly attends and presents to the City of Palo Alto Planning Commission and Council meetings, and has had extensive involvement with neighborhood and community groups in various type of projects including Traffic Impact Studies, Multimodal and Complete Street Projects.

ON-CALL TRANSPORTATION ENGINEERING, TRANSPORTATION PLANNING & TRANSPORTATION OPERATIONS SERVICES, OAKLEY

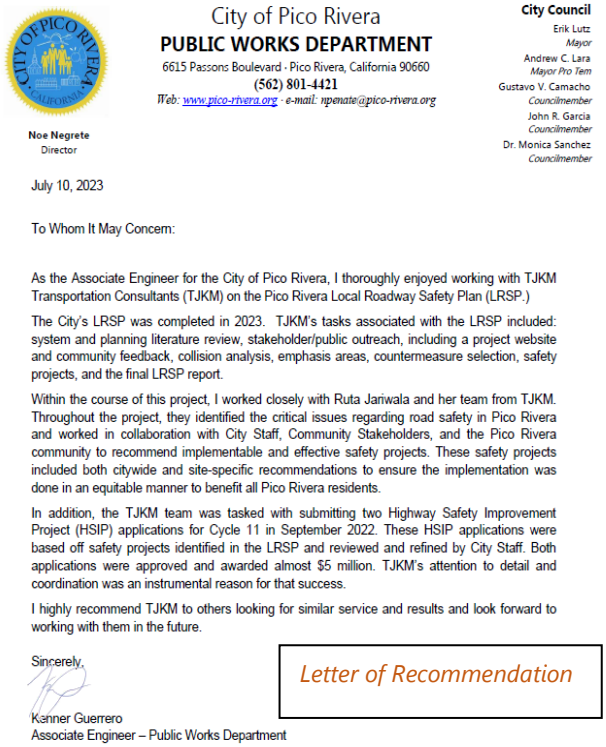
Reference: *Kevin Rohani, City of Oakley, (925) 625-7003, rohani@ci.oakley.ca.us* | ***Dates****: 2016-Ongoing*

TJKM is currently under contract with the City of Oakley for Transportation Engineering, Planning and Operations Services. Below are some of the projects that are currently active or were completed in the past.

- Citywide Traffic Model – TJKM developed the Citywide Traffic Model which was based on the data collected extensively throughout the City. The model was developed to incorporate the land uses and evaluate operational conditions at total of 37 study intersections (26 signalized intersections and 11 unsignalized intersections). The model was calibrated and validated to replicate existing conditions. The model was delivered to the City in 2016 and since then TJKM has been updating it every two years. The model is being used for forecasting future traffic, evaluating the LOS, identifying improvements to enhance operations and safety at the study intersections and calculating VMT. The model developed not only provides a comprehensive analysis of the all-critical transportation facilities specifically within the City of Oakley, but it also addresses the external linkages to important local, regional, and interregional transportation facilities.
- Transportation Impact Fee (TIF) Update – TJKM provided technical analysis for updating TIF program for the City. TIFs are one-time fees typically paid prior to the issuance of a building permit and imposed on development projects by local agencies responsible for regulating land use.
- Traffic Signal Modifications – TJKM prepared traffic signal modification PS&E for improvements along multiple intersections in the City. These modifications included video detection and internally illuminated sign installations, pole relocations, signal phasing upgrades, lane geometry changes, and verification of truck turning radii.
- Peer Review – TJKM reviewed the Laurel and Rose Signal Warrants, Freedom High School traffic safety study, and Laurel Road and Empire Avenue Commercial Project traffic impact study.
- Circulation and Safety Analysis for Freedom High School – TJKM evaluated existing conditions, identified deficiencies and provided recommendations to enhance operations and safety for vehicular, pedestrian, bicycle and transit.
- Update Signal Timings – TJKM updated existing signal timing sheets based on the existing traffic demands and consistency with CA MUTCD for several key intersections in the City.
- Providing On-Call Traffic Engineering Support –TJKM provides technical assistance related to transportation planning, traffic engineering and operations, parking restriction, reviewing proposed traffic calming devices, pedestrian crossing signals, stop sign installations and signal timings per the City's request.
- Traffic Signal Timing Optimization – TJKM has developed peak period coordination plans and updated traffic signal timing parameters in accordance with the CA MUTCD for the Main Street and Empire Avenue corridors in the City of Oakley. The timing Plans were implemented and fine-tuned with the assistance of City Staff.
- Bike Wayfinding, Channing, and Francis - TJKM assisted the City in preparation of PS&E for signing and striping improvements, two RRFB enhanced trail crossings, and the installation of seven bicycle wayfinding signs for the Marsh Creek Trail and Delta De Anza Trail in the City of Oakley. TJKM designed the signs with graphics provided by the City and determined advisory route destination information to include in the signage.

LOCAL ROAD SAFETY PLAN, PICO RIVERA

***Reference**: Kenner Guerrero, City of Pico Rivera, (562) 801-4351, kguerrero@pico-rivera.org | **Dates:** 2022-2023*



City of Pico Rivera
PUBLIC WORKS DEPARTMENT
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Mayor
Andrew C. Lara
Mayor Pro Tem
Gustavo V. Camacho
Councilmember
John R. Garcia
Councilmember
Dr. Monica Sanchez
Councilmember

Noe Negrete
Director

July 10, 2023

To Whom It May Concern:

As the Associate Engineer for the City of Pico Rivera, I thoroughly enjoyed working with TJKM Transportation Consultants (TJKM) on the Pico Rivera Local Roadway Safety Plan (LRSP.)

The City's LRSP was completed in 2023. TJKM's tasks associated with the LRSP included: system and planning literature review, stakeholder/public outreach, including a project website and community feedback, collision analysis, emphasis areas, countermeasure selection, safety projects, and the final LRSP report.

Within the course of this project, I worked closely with Ruta Jariwala and her team from TJKM. Throughout the project, they identified the critical issues regarding road safety in Pico Rivera and worked in collaboration with City Staff, Community Stakeholders, and the Pico Rivera community to recommend implementable and effective safety projects. These safety projects included both citywide and site-specific recommendations to ensure the implementation was done in an equitable manner to benefit all Pico Rivera residents.

In addition, the TJKM team was tasked with submitting two Highway Safety Improvement Project (HSIP) applications for Cycle 11 in September 2022. These HSIP applications were based off safety projects identified in the LRSP and reviewed and refined by City Staff. Both applications were approved and awarded almost $5 million. TJKM's attention to detail and coordination was an instrumental reason for that success.

I highly recommend TJKM to others looking for similar service and results and look forward to working with them in the future.

Sincerely,

Kenner Guerrero
Associate Engineer – Public Works Department

Letter of Recommendation

The Local Road Safety Plan was a comprehensive plan that created a framework to systematically identify and analyze traffic safety related issues and recommend projects/countermeasures. It aims to reduce killed/severe injury collisions through a prioritized list of improvements that can enhance safety on roadways. This document summarizes an analysis of collisions that occurred in Pico Rivera, identifies high-injury locations, and recommends countermeasures at each of these high-risk locations. A set of six safety projects were created for the high-risk intersections and roadway segments. Federal grant funding ($5 million) was awarded to two of these projects (#4 and #6) through the HSIP program in March 2023.

- #1 - Signalized Intersections: Install striping through intersection and install raised median on approaches
- #2 - Unsignalized Intersections: Install signals, install pedestrian signal (including pedestrian hybrid beacon), install RRFB
- #3 - Citywide Signal Timing: Improve signal timing (coordination, phases, red, yellow, or operation) and install emergency vehicle pre-emption systems
- #4 - HSIP Application, Citywide Signal Upgrade: Improve signal hardware; lenses, back-plates with retroreflective borders, mounting, size, and number; install pedestrian countdown signal heads and advance stop bar before crosswalk
- #5 - Roadway Segments: Install dynamic/variable speed warning signs, delineators, reflectors, and/or object markers
- #6 - HSIP Application, Citywide Sign Upgrade: Install/upgrade signs with new fluorescent sheeting (regulatory/warning)

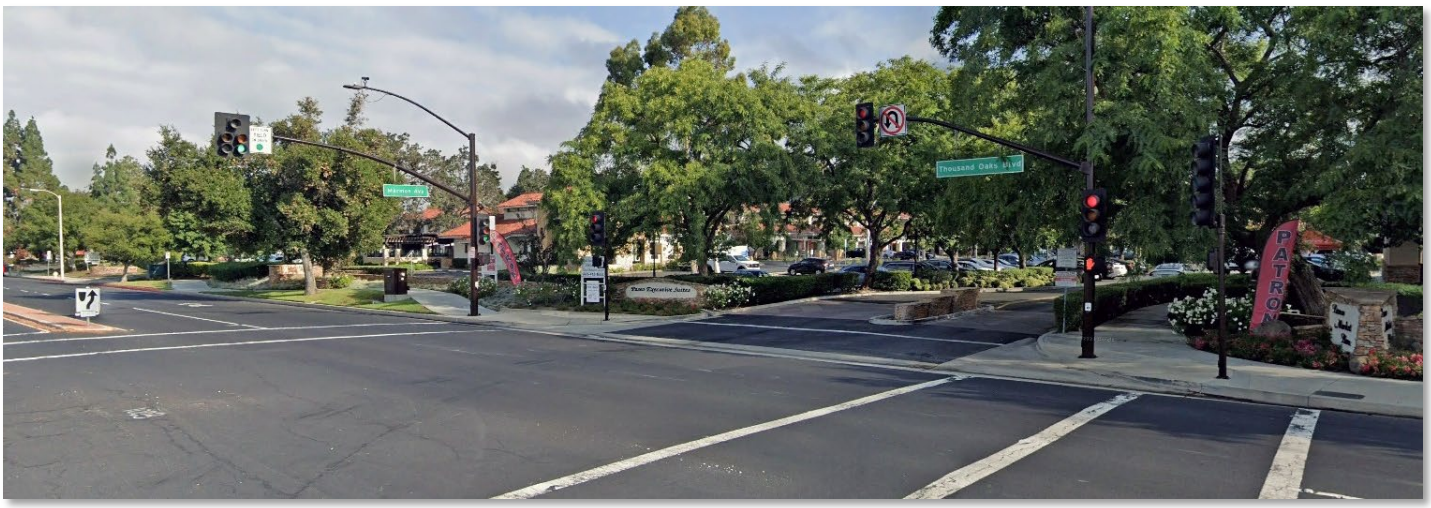
CITYWIDE NEIGHBORHOOD TRAFFIC CALMING PROGRAM, CONCORD

Reference: *Abhishek Parikh, City of Concord, (925) 671-3129, abhishek.parikh@cityofconcord.org* | ***Dates****: 2022-2023*

TJKM was tasked with developing the foundations of the City's future traffic calming program. The Neighborhood Traffic Calming Program is intended to address community concerns regarding speeding, congestion, cut-through traffic, and overall roadway safety by enacting a set of policies, guidelines, and procedures to connect residents with decision-makers and establish a transparent and systematic process that is cost-effective, data-driven, equitable, and repeatable. The program will help establish a mechanism for residents to inform City staff of concerns on City-operated streets, provide decision makers a toolkit of nearly 30 traffic calming countermeasures to be used based on context and community preference, and a process to prioritize projects proportional to current funding opportunities. The traffic calming measures and implementation procedure were developed based on a three-tiered approach and by utilizing the nationally-recognized "E's of Traffic Safety" approach to ensure that concerns are resolved with approached solutions. The program also emphasizes the need for continued monitoring efforts, which will be accomplished through the City's traffic monitoring program which is currently in development.

ON-CALL CONSULTANTS FOR TRAFFIC ENGINEERING, THOUSAND OAKS

Reference: *Mark Bueno, City of Thousand Oaks, (805) 449-2416, mbueno@toaks.org* | ***Dates****: 2023-Ongoing*



TJKM was awarded the On-Call Professional Consulting Services in 2023. Depending on the City's needs we will provide services for traffic engineering, traffic operations, and transportation planning. From this contract, TJKM received a work order for Vehicle Miles Traveled Analysis for 3610 Thousand Oaks Boulevard. TJKM conducted the vehicle miles traveled analysis, as well as identified the Transportation Analysis Zone and conducted two model runs. A Technical Memorandum was developed and submitted to the City.

ON-CALL TRAFFIC ENGINEERING SERVICES, SAN BRUNO

Reference: *Hae Won Ritchie, P.E., City of San Bruno, (650) 616-7067, hritchie@sanbruno.ca.gov* | ***Dates****: 2015-Ongoing*

TJKM currently serves as the only On-Call Traffic Engineering consultant to the City. As a part of the contact, TJKM has completed several traffic engineering related assignments. Some of the projects completed under this contract are:

- Grundy Lane between Cherry Avenue and Elm Avenue Engineering and Traffic Surveys
- Susan Drive Site Distance Evaluation
- San Mateo Avenue Pedestrian Safety Enhancements
- San Bruno Avenue and Second Avenue Intersection Safety Analysis
- Safety, Stop Warrants and Traffic Calming projects:
    - Cherry Avenue and Bayhill Shopping Center Driveway Pedestrian Safety Enhancements
    - Earl Avenue and Glenview Drive Stop Warrant Analysis
    - Glenview Drive Traffic Calming
    - Fleetwood Drive and St Cloud Drive Stop Warrant Analysis
    - Fleetwood Drive Traffic Calming

A majority of these task orders were completed within four to eight weeks of TJKM receiving the Notice to Proceed after a providing a detailed scope and budget. After completing a thorough field investigation and collecting necessary data, TJKM engineers analyzed the issues and made necessary recommendations to resolve issues and improved safety.

In addition, in 2016 TJKM was retained under a separate contract to assist with developing San Bruno's first Transportation Impact Fee. Development of the Transportation Impact Fee provides the City with an opportunity to refine its funding strategy for multimodal improvements identified in the General Plan, Walk 'n Bike Plan, and Downtown and Transit Corridors Plan. TJKM currently provides Traffic Engineer staff augmentation for the City of San Bruno.

ACTIVE TRANSPORTATION PLAN, EXETER

***Reference**: Eddie Wendt, City of Exeter, (559) 804-9988, ewendt@exetercityhall.com | **Dates:** 2023-2024*

TJKM developed an Active Transportation Plan for the City of Exeter. Using the existing Complete Streets with ADA Compliance and Active Transportation Safety Enhancement Plan, TJKM tasks included: existing conditions review, identifying and updating pedestrian and bicycle projects and costs, Safe Routes to Schools projects, other non-motorized transportation modes, gathering and reviewing public input, and developing a draft and final report. As part of the project scope, TJKM also prepared a Caltrans ATP Cycle 7 project application that was submitted in June 2024 for consideration. The final report was reviewed by the Council on August 27th, 2024 and will be adopted by Exeter City Council in September 2024.

BICYCLE FACILITIES ON-CALL ENGINEERING SERVICES, FRESNO

***Reference**: Jill Gormley, City of Fresno, (559) 621-8792, Jill.gormley@fresno.gov | Dates: 2019-Ongoing*

TJKM was selected by City of Fresno to be part of their On-Call bench for Bike Lane improvements. The work may involve operational analysis for converting existing roadway via road diet to implement Class II bike lanes. Work may also include design of bike lanes using scaled aerials to add bike lanes on existing roadways with no widening.

- Operational Analysis for Road Diet along Palm Avenue between Belmont to Shields Avenue - TJKM was assigned task order to review the operational impacts of a Road Diet on Palm Avenue. The analysis included converting an existing four-lane roadway to two-lanes with a two-way turn lane and Class II bike facility. TJKM collected typical turning movement counts for the a.m. and p.m. peak hours, performed operational analysis for before and after conditions. The analysis was conducted using Synchro and a technical memorandum was prepared for the City to review the analysis findings.
- Conceptual Plans Class IV Bike Lanes, California Avenue - TJKM prepared plans for Road Diet on California Avenue from Fruit Avenue to Tulpman Street. The new roadway layout is one-lane in either direction with center turn lane and Class IV bike facilities. The plans identified complete streets improvements included gap closures for sidewalk, curb and gutter, schematically showing the existing street lights and proposed street lights to close the gap in lighting infrastructure. The plans also identified one location for future HAWK signal and squaring out the intersection of M.L.K Boulevard to remove the two pork chops on the north side of intersection.
- Conceptual Plans Class IV Bike Lanes, Barstow Avenue - TJKM prepared plans for Road Diet on Barstow Avenue from Blackstone Avenue to Cedar Avenue. The new roadway layout is one-lane in either direction with center turn lane and Class IV bike facilities. Majority of the corridor has built out side-walk and adequate lighting so no improvements to that infrastructure are required. The City will use the conceptual drawing to acquire grant funding so improvements can be designed and built.

ON-CALL TRAFFIC ENGINEERING & DESIGN SERVICES, LOS GATOS

Reference: *Mike Vroman, Town of Los Gatos, (408) 399-5777, mvroman@losgatosca.gov |* ***Dates****: 2003-Ongoing*

TJKM has provided general traffic engineering services for the Town of Los Gatos for over a decade. TJKM has conducted numerous traffic impact studies for a variety of land uses, including:

- Traffic Impact Study for Proposed CVS Pharmacy and Commercial Development - The proposed project would demolish the existing buildings and develop a 14,576 square foot CVS Pharmacy, a 4,000 square foot walk-in-bank, and an 8,000 square foot medical office building. In addition to analyzing anticipated impacts on intersection level of service from the proposed development, TJKM evaluated pedestrian, bicycle, and transit accessibility to the site; analyzed recent collision history in the project vicinity; analyzed traffic impacts on nearby freeway segments in accordance with VTA freeway operational analysis procedures; and analyzed project impacts on vehicle queuing at the study intersections. TJKM identified mitigation measures that
- Hillbrook School Expansion Traffic Impact Study - Located in a residential area, Hillbrook School is a K-8 private school, and the proposed expansion would increase the student population. TJKM analyzed traffic impacts at seven study intersections under several project scenarios. In addition to level of service analysis, TJKM performed Engineering and Traffic Surveys to determine appropriate speed limits; conducted license plate surveys to determine travel routes for the am and the school pm peak periods; reviewed collision data to recommend any safety improvements needed; and performed on-site circulation and queuing analysis to recommend any necessary mitigation measures. Recommendations included advising the School to prepare and implement a more aggressive Traffic Demand Management plan to improve their current procedures.
- Traffic Impact Study for the Proposed Medical Office Development at 14251 Winchester Boulevard - The project included the demolition of the existing building and development of a 13,887 square foot medical office building. The development was analyzed under five project scenarios encompassing existing and cumulative traffic conditions, and was entered into the Town's TRAFFIX model as a new zone. In addition to analyzing anticipated traffic impacts from the proposed development, TJKM evaluated pedestrian, bicycle, and transit accessibility to the site; analyzed recent collision history in the project vicinity; and analyzed project impacts on vehicle queuing at the study intersections. The proposed development was found to have no significant traffic impacts and had acceptable queuing conditions and collision histories.

In addition to the three noted above we have also provided Traffic Impact Studies for the following:

- 15400 Los Gatos Boulevard Medical Office Building
- 15720 – 15736 Winchester Boulevard General Office Building
- Single-Family Residential Development at 371 Los Gatos Boulevard
- 14777 Los Gatos Boulevard Mixed-Use Development
- 475-485 Alberto Way Office Development
- Highlands of Los Gatos Subdivision
- San Jose Water Company Reservoir Road Construction
- 17435 and 17443 Farley Road Mixed-Use Development
- 15047 Los Gatos Boulevard Medical Office Building
- 404 University Avenue Mixed-Use Development
- Safeway Grocery Store Expansion

TJKM regularly attends and presents to the Los Gatos Planning Commission and Council meetings, and has had extensive involvement with neighborhood and community groups.

FIRM STAFFING & KEY PERSONNEL

50th ANNIVERSARY

TJKM

City of Palm Desert Proposal for
On-Call Traffic Consulting & Design Services

FIRM STAFFING AND KEY PERSONNEL

Staffing

TJKM Team proposed for this project is available and fully committed to deliver this project on schedule to City of Palm Desert's satisfaction. Our proposed team for this project is a redundant team and if needed, TJKM is committed to draw more resources if needed. We have several systems in place to meet our clients' needs and make sure work is performed in a timely manner. TJKM managers meet every Friday morning to discuss the company workload and schedule time for all staff. This meeting allows for managers to discuss current deadlines and adjust staff hours as needed to make sure that projects are delivered on schedule.

Name	Discipline/Expertise		Job Title
Key Staff			
Nayan Amin	▪ Transportation Planning ▪ Transportation Management Plans ▪ Freeway & Arterial Management Studies	▪ Traffic Operations ▪ Transit Priority ▪ Traffic Impact Studies ▪ Multimodal Studies	President/Principal
Ruta Jariwala	▪ Project Management ▪ Traffic Operations ▪ Traffic Planning	▪ Signal Coordination ▪ Traffic Impact Studies ▪ Freeway Operations	Vice President/Principal
Carlo Sendaydiego	▪ Traffic Operations ▪ Traffic Handling ▪ Traffic Signal Design/Timing ▪ Traffic Operations Center (TOC)	▪ Traffic Calming ▪ Pavement Delineation ▪ Signage Plans ▪ On-Call Services	Senior Project Manager
Mark Doty	▪ Stakeholder Engagement ▪ Government & Community Relations ▪ Urban & Community Design, & Long Range Planning	▪ Parking Management Studies ▪ Economic Development ▪ Historic Research & Writing ▪ On-Call Services	Senior Transportation Planner
Rutvij Patel	▪ Traffic Signal Design ▪ Traffic Operations ▪ Traffic Handling ▪ Pavement Delineation ▪ Signage Plans ▪ Complete Streets	▪ Bicycle & Pedestrian Implementation ▪ Safe Routes to School ▪ Intelligent Transportation Design ▪ ITS Planning	Senior Project Manager
Praveena Samaleti	▪ Transportation Planning ▪ Signal Coordination ▪ Corridor Studies/Complete Streets ▪ Traffic Studies & Impact Fee Programs ▪ Congestion Management Programs	▪ Traffic Operations ▪ Multimodal Transportation Analysis ▪ Intelligent Transportation Systems ▪ Vehicle Mile Traveled Analysis	Senior Project Manager
Andrew Dickinson	▪ Traffic Signal Design ▪ Signage Plans	▪ Traffic Handling ▪ Pavement Delineation	Project Manager
Aayush Kalantri	▪ Traffic Operations ▪ Traffic Impact Studies	▪ Data Collection	Assistant Transportation Engineer
Technical Staff			
Aldo Fritz	▪ Planning & Design ▪ Public Policy ▪ Land Use Planning & Zoning	▪ Neighborhood Revitalization ▪ Urban Development	Director of Business Development-Texas & Florida

Name	Discipline/Expertise		Job Title
	▪ Transit Oriented Development ▪ Downtown Development	▪ Community Outreach	
Erik Bjorklund	▪ Street & Highway Lighting ▪ Traffic Signal Design & Modification ▪ Signing & Striping Design ▪ Signal Timing	▪ Arterial/Interchange Design ▪ AutoCAD ▪ Traffic Handling Plans ▪ Interconnect	Senior Project Manager
Sandeep Paparaju	▪ Transportation Planning ▪ Construction Management ▪ Corridor Studies	▪ Complete Streets ▪ Traffic Signal Systems ▪ Traffic Operations	Senior Project Manager
Manuel Montero	▪ Traffic Signal Design ▪ Signage Plans	▪ Traffic Handling Pavement Delineation	Project Manager
Pranav Happa	▪ Traffic Capacity Analysis ▪ Transportation Planning ▪ Urban Street ▪ Traffic Safety Design ▪ Accident & Crash Analysis	▪ Corridor Operation Studies ▪ Rail Grade Crossing ▪ Traffic Impact Studies ▪ Traffic Signal Optimization ▪ Travel Demand Modeling	Project Manager
Utsav Domadia	▪ Traffic Impact Studies ▪ Parking Studies	▪ Traffic Operations ▪ Geographic Information Systems	Transportation Engineer
Girish Basavaraj	▪ Traffic Operations ▪ Traffic Impact Studies	▪ Corridor Studies ▪ Traffic Signal Coordination	Transportation Engineer
Jairam Ramakrishnam	▪ Traffic Operations ▪ Traffic Handling	▪ Pavement Delineation ▪ Signage Plans	Transportation Engineer
Himangi Mutha	▪ Transportation Planning ▪ Urban Design	▪ Architectural Design	Transportation Planner
Devyani Padubidri	▪ Transportation Planning ▪ Community Outreach ▪ Safety Projects	▪ Travel Demand Management ▪ GIS	Assistant Transportation Planner

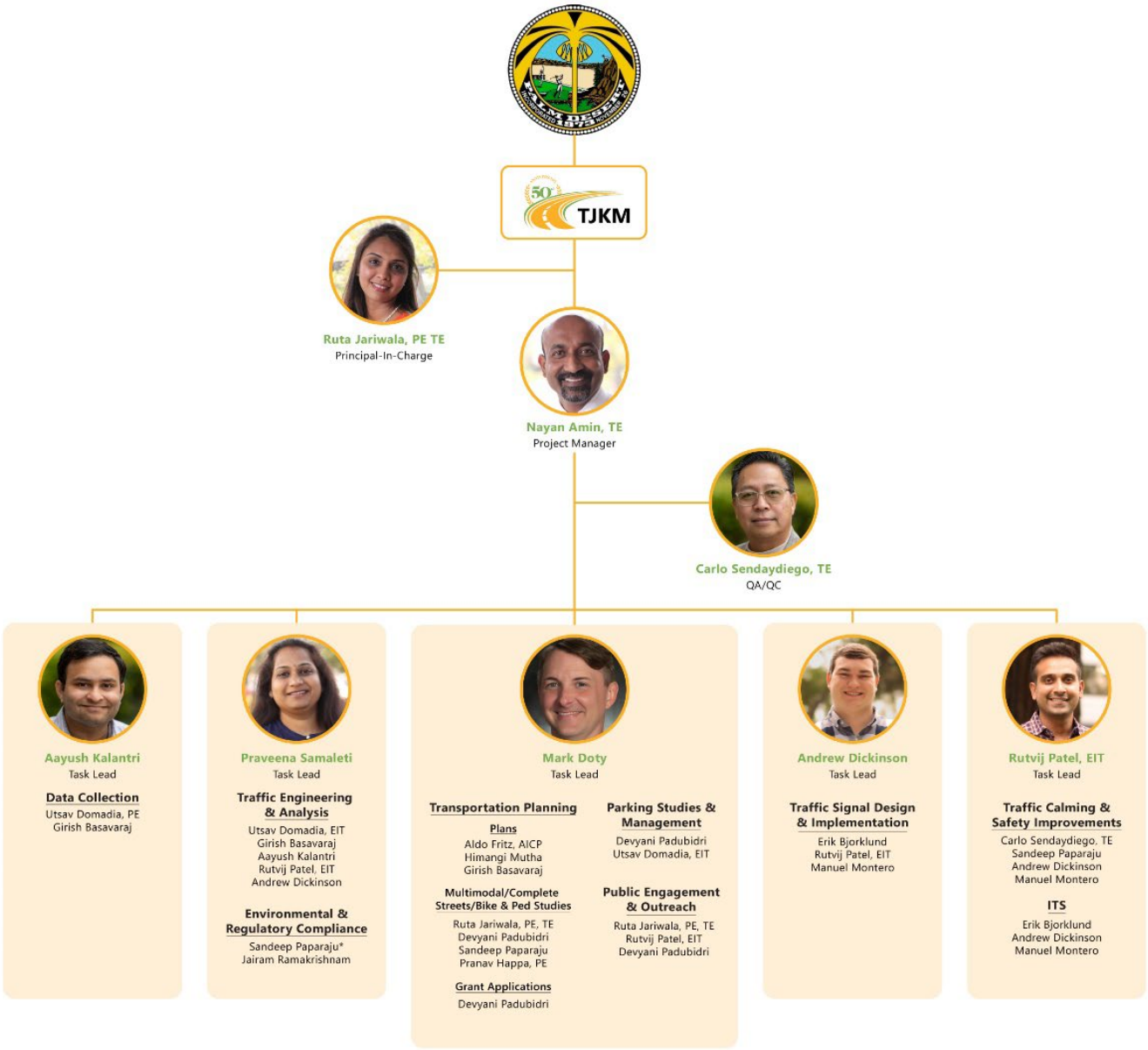
Key Personnel Roles and Responsibilities

Each proposed TJKM Team member is highly qualified to successfully complete all tasks required by the City for this contract. All key staff members are listed below, with details of their roles and responsibilities. Resumes of our key staff are uploaded as a separate document.

Key Staff & Role	
Nayan Amin	Mr. Amin is the proposed Project Manager. He will be responsible for project oversight, including schedule and budget control. He will be available to the City as needed for the duration of the project, and will not be substituted.
Ruta Jariwala	Ms. Jariwala will serve as the Principal-In-Charge and oversee this contract.
Carlo Sendaydiego	Mr. Sendaydiego will serve as Quality Control/Quality Assurance Manager for this project. All documents will be reviewed by him before being submitted to the City.
Mark Doty	Mr. Doty will be the Task Lead for Transportation Planning, Parking Studies and Management, Public Engagement and Outreach, and Multimodal/Complete Streets/Bike and Pedestrian Studies. He will be responsible for overseeing all the staff that will provide work for these tasks. He will coordinate with all the support staff to ensure all work needed is completed in a timely manner. Under his direction, the team will stay on schedule to deliver needed items for the project.
Rutvij Patel	Mr. Patel will lead the Traffic Calming and Safety Improvements and ITS tasks. He will be responsible for overseeing all the staff that will provide work for these tasks. He will coordinate with all the support staff to ensure all work needed is completed in a timely manner. Under his direction, the team will stay on schedule to deliver needed items for the project.
Praveena Samaleti	Ms. Samaleti will be the Task Lead for Traffic Engineering and Analysis and Environmental and Regulatory Compliance. She will be responsible for overseeing all the staff that will provide work for these tasks. She will coordinate with all the support staff to ensure all work needed is completed in a timely manner. Under her direction, the team will stay on schedule to deliver needed items for the project.
Andrew Dickinson	Mr. Dickinson will lead the Traffic Signal Design and Implementation task. He will be responsible for overseeing all the staff that will provide work for these tasks. He will coordinate with all the support staff to ensure all work needed is completed in a timely manner. Under his direction, the team will stay on schedule to deliver needed items for the project.
Aayush Kalantri	Mr. Kalantri will lead the Data Collection task. He will be responsible for overseeing all the staff that will provide work for these tasks. He will coordinate with all the support staff to ensure all work needed is completed in a timely manner. Under his direction, the team will stay on schedule to deliver needed items for the project.

Team Organization

Our Team Organization Chart illustrates our proven "chain of command" for performance on similar projects. Work performed will be conducted under the direct supervision/direction of the Project Manager, Mr. Nayan Amin, TE. Mr. Amin will be responsible for overall coordination on this contract, maintaining the effectiveness and efficiency of the work, schedule, and ensuring the work products are to the satisfaction of the City and stakeholders. We anticipate working closely with the City staff to ensure understanding of project objectives from start to project completion. Mr. Amin will be responsible for day-to-day coordination and activities. Our team will be available to the City and stakeholders at a short notice. The team members shown on the Organization Chart have worked together on many similar projects.



Subcontractors

TJKM does not anticipate the use of subconsultants. However, if additional expertise is needed for a specific assignment, we will draw upon our trusted relationships with firms specializing in required areas. We will consult with the City and obtain approval prior to any use of subconsultant services.

PROPOSED METHOD TO ACCOMPLISH THE WORK

TJKM

City of Palm Desert Proposal for
On-Call Traffic Consulting & Design Services

PROPOSED METHOD TO ACCOMPLISH THE WORK

Technical Approach

Our general approach for any task order, assigned to TJKM Team as part of the On-Call Contract is summarized below.

Successful completion of task orders requires three elements that our team provides special emphasis on:

- Proactive project management in close coordination with the client's staff;
- Thorough understanding of regulatory requirements, coupled with informal agency consultation early in the project to ascertain specific permitting permutations, and agency attitudes; and
- Careful and continuous assessment of the schedule so that tasks in the critical path are completed at the appropriate point in the project.

Our experience indicates that projects are most successful when clients and regulatory agencies coordinate closely when preparing a project description and while establishing the appropriate scope for and timing of technical studies. Our role as the City of Palm Desert Technical On-Call Traffic Engineering Consultant will be to focus on providing support and coordination to successfully fulfill technical studies, including sound scope development and schedule requirements. This approach relies upon strong leadership by Mr. Amin and the Task Leads, who are thoroughly familiar with regulations pertinent to each discipline, with the understanding that permitting requirements often drive the project schedule. Understanding the project's critical path enables her to focus technical efforts, thereby maintaining cost efficiency and overall schedule.

The TJKM approach to successful completion of each task relies on a careful assessment of the likely technical and regulatory requirements of the project, and formulation of the appropriate team for the task. The size and structure of the task is tailored to meet the project schedule, and is designed to be of sufficient depth to provide flexibility with the flow of project demands. For each task order, Mr. Amin will consult with the City Project Manager to develop an appropriate scope and staffing matrix for each task. At that point, a detailed work plan will be established in consultation with the City, and the schedule adjusted as necessary to meet the needs of the task through intensification of efforts in specific areas.

As an on-call traffic consultant, our role for this contract is to assist the City in delivering top quality projects. To accomplish this objective, the TJKM Team assigned to a specific task or technical study will work closely with Mr. Amin and, as needed, the City of Palm Desert Project Manager as well as planning and engineering staff, to identify important issues and develop an effective approach for addressing those issues. Close teamwork between City staff and our technical team will enable issues of public and agency concern to be evaluated to an appropriate level of detail. For each assignment, our general approach is as follows:

Initiation of Work Assignments – The City of Palm Desert's Project Manager will notify Mr. Amin of a proposed or possible task assignment. Based on the type of work involved, she will identify one or more choices of team for the assignment, and provide these recommendations to the City. Mr. Amin will be available to meet with the City of Palm Desert's Project Manager, to discuss the team for the assignment and make necessary changes based on the input received.

Preparation of Work Plans and Initiation of Task Orders – The City's task order will provide the proposed study objectives and expectations, including any specialized needs and schedule requirements. TJKM will work with the City of Palm Desert's Project Manager to confirm the requirements, and refine or clarify assumptions or expectations, including needed information from the City. TJKM will coordinate with the City to achieve approval of the task order, and no work will proceed until the task order is signed and a notice to proceed is issued. As appropriate, a work plan will be developed at the initiation of the task order, or the task order itself will function as the work plan. A project schedule will be developed that identifies key milestones, including delivery dates and incorporation of City review times, and if applicable other regulatory agency review periods.

Monitoring Progress of Assignment – Objective-based performance monitoring is a highly visible activity on our projects. The budget and schedule for tasks identified in the Work Plan for each task order will be entered into our in-house, accounting system that allows both Mr. Amin and the Task Leads to monitor budget and schedule performance. Coordination may include scheduled technical briefings with City staff. Progress reports for each assignment under this contract will be prepared monthly.

Deliverables – As assigned deliverables are prepared, they will receive an independent, documented technical and peer review by qualified in-house staff. Following the peer review, documents will be provided to the City for review. The City of Palm Desert's comments will be addressed and incorporated into the draft deliverable(s). TJKM uses comment matrices to list each comment and how and where it was addressed. These comment matrices provide an additional documentation of the QA/QC process. As appropriate, documents will be provided in paper and electronic formats in accordance with the contract/task order.

Outlined below are typical processes we will follow for each of our project areas.

- Traffic Engineering - The TJKM Team has all the requisite technical experience that is required to complete any project successfully. Our team members have extensive knowledge and experience of traffic signal coordination, implementation and fine-tuning, traffic studies, intersection levels of service, freeway, and arterial operational studies, development of concepts, PS&E for signals and as-built plans, neighborhood and circulation plan studies, data collection, traffic handling plans, pedestrian and bicycle studies, traffic safety analysis, operational analysis, and signing and striping. Our approach is conduct inventory of existing conditions, develop base maps and prepare PS&E for improvements for all modes of transportation.
- Traffic Signal Timing and Review – TJKM is one of the firms selected by MTC to provide professional services under the PASS project. We have completed signal retiming for over 1,000 signalized intersections annually for the past several years. Our approach on signal timing projects is to collect existing data, develop a model for existing conditions, evaluate signal timing parameters, optimize signal timings, and implement and fine-tune optimized timing plans.
- Transportation Planning – TJKM has two major advantages in this area. First, we have an extensive background in on-call transportation work with dozens of public agencies that has provided our team with extensive experience on various types of transportation projects. We have successfully completed traffic analyses for dozens of Specific and General Plans, so we thoroughly understand these processes. Secondly, most of the key staff members on TJKM's proposed City of Palm Desert team have experience within municipal government. This invaluable background allows us the approach projects from a practical, not theoretical, basis. Our approach includes but is not limited to: collecting existing data, validating future conditions, conducting analyses, developing the infrastructure needs, and providing recommendations.
- Multimodal Planning and Design – TJKM has incorporated bicycle and pedestrian planning and design in many of its projects. TJKM has prepared trail designs, and trail/roadway intersection designs, along with elaborate Class II bicycle facilities along major streets and at intersections. Based on the individual project, TJKM frequently inventories existing bicycle and pedestrian volumes as a part of multimodal planning studies and design projects, analyzes impacts, develops recommendations and alternatives, conducts outreach, and prepares deliverables.
- Traffic Signal Design – TJKM has prepared more traffic signal designs than any firm in Northern California because of our large staff devoted to this practice and having prepared signal designs during our entire 50-year history. On our signal design projects, we inventory existing conditions, develop base maps and prepare PS&E for traffic signals at 35%, 60%, 90%, and Final.
- Traffic Calming – TJKM has successfully delivered numerous projects on traffic calming. Our approach to traffic calming projects is to conduct collision analysis, public outreach and identify improvements that enhances safety and operations for all modes within the local jurisdictions. In a potential City of Palm Desert scenario, TJKM might investigate the need for neighborhood traffic calming and recommend a plan for community discussion and potential adoption.

- Traffic Safety Improvements - The Safety Study will be tailored to the local protocols, needs, issues and will fully comply with Federal and State guidelines and directives. With our extensive experience in successfully delivering safety programs, the TJKM Team has identified the following key highlights:
  - Determining the Vision and Goals – Thorough document review and stakeholder discussions to finalize LRSP vision statement and goals.
  - Analyzing Collision Trend – Conducting comprehensive and systemic collision analysis, which further helps develop lists of risk factors, identify high-injury locations, and define Emphasis Areas.
  - Identifying Countermeasures and Non-Engineering Strategies – Identifying appropriate countermeasures that are consistent with local and regional planning directions, design guidelines, and are fund-eligible; identifying non-engineering strategies that can be used to engage local communities. Countermeasures and non-engineering strategies will be context sensitive to the environment in which they are recommended.
  - Engaging and Integrating Stakeholder Input – The process to foster communication with stakeholders and general public, gathering valuable input/concerns related to road safety; and incorporating concerns into the 5E's strategies to address such concerns.
  - Prioritizing Actions and Identifying Funding Strategies – Develop a detailed implementation matrix containing timeline, responsible agencies, required cost, and potential funding opportunities.
- Safe Routes to School (SRTS) – TJKM has evaluated bicyclist and pedestrian safety and designed improvements as part of numerous SRTS projects, and our staff is highly cognizant of the dynamics of school route safety through our experience as City Traffic Engineers. We understand the characteristics of school-age children, as well as the often limited resources available to implement improvement measures. We strive to balance competing priorities and recommend safety measures that can be implemented in both the short and long term. We work with all project stakeholders to build consensus on improving safety for all students traveling to and from schools. Our typical approach on SRTS projects includes meeting with school stakeholders, collecting background data, field inventory of existing infrastructure, conducting walking/bicycling audits, and identifying operational and physical improvement measures.
- Parking Studies – A key ingredient to a successful development is the availability and convenience of parking. Most developments require adequate parking facilities that will provide sufficient capacity and maximize land use. TJKM has provided parking solutions in over 500 studies. Parking studies generally evaluate increased demands for existing projects or a new development's potential for parking generation and then recommend solutions for parking requirements.

  TJKM has completed parking studies for office buildings, shopping centers, residential developments, hospitals and medical facilities, BART and other transit stations, civic centers, major universities, and other institutional uses. We have also conducted numerous downtown area parking and circulation analyses. For these often high-profile community projects, TJKM partners with city staff, community/neighborhood groups, and other stakeholders to determine the exact issues and develop implementable solutions. TJKM often works with other consultants such as architects, civil engineers, and financial planning firms to evaluate the feasibility and cost of making improvements to existing parking structures, such as electronic guidance systems.
- Intelligent Transportation Systems (ITS) – TJKM is experienced in developing concept of operations, systems engineering management plan, and PS&E for ITS systems. Our approach is to understand the client's needs, identify improvements that can achieve goals of our clients, and develop PS&E for the improvements.
- Public Hearings, Meetings, and Workshops – TJKM has a combined total experience in this area of about 70 years, including involvement in many meetings and hearings involving substantial areas of conflict among the participants. We are very comfortable in this setting. In most cases, the Project Manager will attend public hearings as requested by the City.

- Project Management and Coordination – TJKM provides project management and coordination on all of our project, small or large. We will provide project management services, including scheduling, budgeting, and resource allocation. Coordination with city staff, other consultants, and stakeholders to ensure the success of the project. TJKM will prepare regular project status reports and updates for City staff. We will also ensure compliance with local, state, and federal regulations and standards.
- Traffic Impact Studies for Environmental Documents – TJKM will adhere to the requirements of City of Palm Desert for conducting traffic impact studies within the City. This will enable TJKM to prepare studies that use a standard and accepted methodology and satisfy all of the City's criteria. The referenced document is quite specific and dictates what needs to be addressed, along with applicable standards, in a traffic impact study. TJKM will first participate in a meeting with the City to obtain the details of the project being proposed and to work through the specific requirements of the particular traffic study.
- Timely and Accurate Data Collection - We will be able to quickly mobilize and provide timely and accurate data collection for your projects, utilizing many data collection firms within the Bay Area Region. In addition, we own travel time data collection equipment that includes not only GPS data but also videotaping capabilities, as well as can establish Origin-Destination using the StreetLight Data. We can also send one of our experienced engineers to the field on one data collection day for both "Before" and "After" conditions, collecting data and observing traffic conditions during peak periods.
- Grant Applications – TJKM is very knowledgeable regarding the many sources of grant funding available to cities through MTC, Caltrans, VTA (Congestion Management Agency), and other sources, and what's needed to prepare successful grant applications. After meeting with City staff to gain a thorough understanding of each project for which grant funds are desired, TJKM would conduct field investigations, develop design concepts, and prepare drawings and cost estimates for the proposed improvements as needed to support the grant applications. If required for a particular grant application, such as for TDA Article 3 funds, TJKM would prepare detailed plans (e.g. signing and pavement delineation plans to add bicycle lanes) as appropriate to successfully qualify the project as "construction-ready." TJKM would be available to complete all of the work on grant applications to meet any tight deadlines set by the funding agency. If the selection process includes oral presentations, TJKM's Project Manager would present the City's proposed projects to the selection panel. Using this approach, TJKM has successfully obtained grant funding for multiple projects on behalf of our municipal clients.
- Traffic Operations – With our background as City Traffic Engineers, traffic operations is an area with which we are very comfortable. Again, the starting point is gathering traffic data including counts, delay, collision reports, travel time, etc. Our work could include evaluating LOS at intersections and along roadway sections, preparing detailed traffic simulation analyses of intersections, roundabouts and freeway interchanges, evaluating the need for upgrading geometric design, and examining the need for revised roadway signing, striping and markings.

Management Approach

The TJKM Project Management Plan that will be used on these projects is based on proven management, lessons learned and administrative systems developed to enhance communication among the City of Palm Desert, the TJKM Project Manager and team members, and other affected agencies. This management approach has been used successfully on numerous projects throughout California. The TJKM Project Management Plan has the following elements:

WORK PLAN

It is a TJKM policy to prepare a Work Plan for all projects, large and small. Upon receipt of a Notice-to-Proceed, we will prepare, in consultation with the City and other local jurisdictions, an overall project work plan that includes detailed work elements for each team specialty. A TJKM work plan typically includes: definition of the project purpose; task objectives; scope of services; staffing; coordination requirements; deliverables; budget; schedule; and monitoring and reporting procedures.

COORDINATION AND COMMUNICATION

Frequent and effective communication between the City, other local jurisdictions, and the TJKM Team is needed to maintain the project schedule and ensure a quality product. The key to our success is an integrated team approach. Our goal is "no surprises" and a partnership that has common understanding and expectations every step of the way. Mr. Amin will maintain close communication with the City's Project Manager by personal contact, telephone, written communications, and meetings. Our Project Manager strongly believes in the necessity and benefit of scheduled monthly progress meetings. Mr. Amin, as well as other key team members, will meet with the City's Project Manager monthly to discuss project issues, status, schedule, budget, and invoicing items. This will ensure that our "no surprises" goal is maintained and the City is thoroughly aware of all aspects of the project.

The TJKM Team will maintain regular contact with City staff to ensure clear communication on project tasks, products, meetings, and schedule. Specifically, we will:

- Hold scheduled conference calls to review project status and discuss key issues. During these calls we will discuss various project deliverables including workshop agendas, workshop summaries, proposed alternatives, preferred alternative, Draft Plan, and Final Plan documents.
- Participate in additional calls and meet with City staff, as needed at key stages during the planning effort to review key ideas, products, deliverables, project status and overall project direction and budget.
- Manage all aspects of the project to maintain project schedule and budget, maintain continuous liaison with the City and other stakeholders.
- Prepare and submit monthly progress status updates to the City. The reports will include progress of work; status of public involvement; updated project schedule; information/decisions required to maintain schedule and complete deliverables; problems encountered that may affect schedule; budget or work products and anticipated work products for the following month.

COST CONTROL

Control of project costs will be accomplished by monitoring on a task level basis. This detailed task level will roll up into milestone summaries and a project summary. Our cost accounting system is a "live" database that the project manager can access to determine the financial status of the project at any time. Cost control reporting to TJKM's Project Manager will be implemented through the invoicing process. Progress reports will also be included to relay information on project progress and critical issues.

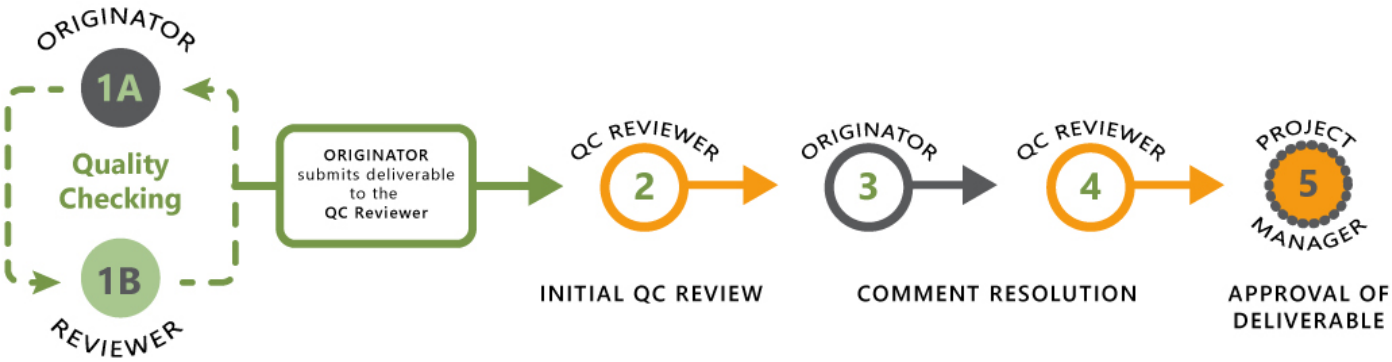
SCHEDULE CONTROL

Establishing a schedule that meets the project objectives is relatively easy. Maintaining this schedule during changing project priorities, unforeseen conditions, public consensus building, etc., is a challenge. The project work scope will be broken down by function and separated into defined tasks. Tasks will be linked logically and will be sufficiently detailed to allow for realistic representation of the project. Project progress will also be monitored by percent complete for each task.

QUALITY CONTROL

QA/QC Procedures – TJKM's Design Quality Assurance (QA) Procedures are utilized throughout the life of the Project. Quality Control (QC) starts at the proposal and scope definition stage and continues through the completion of all assignments. To assure that errors, omissions and ambiguities in submittals and drawings are limited to an absolute minimum, the responsibilities for technical review, peer review/coordination checking, and technical audit functions are assigned to the appropriate TJKM Team members. TJKM's approach integrates the work of our subconsultants into the QC system through the use of established procedures and our peer review/independent checking capability augmented with technical audits.

Quality Control – TJKM's QC Program provides quality services and products that meet or exceed the expectations of our clients. QC is an integral part of TJKM's entire professional service process, which is integrated into our work plan, and CADD design and drafting processes. The formal QC Reviews consist of "Constructability Reviews" and "Project Manager and Project Engineer Reviews". All formal QC Reviews will result in comments recorded on Comment Sheets. TJKM's established QC Plan ensures that TJKM will receive thorough and accurate design documents and reports that are prepared in formats consistent with local agency and Caltrans guidelines. Our Project Manager has responsibility for implementation of the QC Plan.



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