



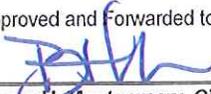
STAFF REPORT

Date: Tuesday, March 22, 2016

To: Bryan H. Montgomery, City Manager

From: Kevin Rohani, P.E. Public Works Director/ City Engineer

Subject: Authorize the City Manager to execute an agreement for traffic engineering services with TJKM Transportation Consultants, to provide contract traffic engineering services for the City of Oakley related to private development projects on an on-call basis from April 1, 2016 through June 30, 2018

Approved and Forwarded to City Council:

Bryan H. Montgomery, City Manager

Introduction

Traffic Engineering is a key component of private development projects in the City of Oakley. Having a key Traffic Engineering component helps ensure that all projects (Residential, Commercial, and Industrial) are processed and approved in compliance with the City's General Plan, ordinances, and laws. Understanding the demands placed on the community's transportation network by these developments is an important dimension of assessing the overall impacts of development.

The City of Oakley Public Works and Engineering Department provides a cursory review of the traffic improvement plans related to private development projects, to ensure that projects are built to standards and specifications. Development projects have increased and the ongoing review of traffic signal, signing, striping, and traffic handling plans need further detailed review by design experts of traffic engineering. It is imperative that we increase the level of sophistication in our traffic engineering plan reviews to keep up with our developing community and industry standards.

Background and Analysis

As the City continues to grow with the construction of private development projects, the demand to provide detailed traffic engineering services increases to ensure the development projects that are designed and constructed meet standards and specifications; in addition to being in conformance of the City's traffic model that evaluates the cumulative traffic impacts of development projects in Oakley.

TJKM Transportation Consultants is a premier engineering firm with over 40 years of experience in transportation and traffic engineering in the Bay Area and

have extensive experience working with various municipalities providing on-call traffic engineering services and have worked successfully in the past for City of Oakley projects.

Fiscal Impact

There is no fiscal impact as result of these on-call services since the costs associated with the agreement will be supported by developer deposits for time and materials expended for the project.

Conclusion

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute an agreement for Traffic Engineering services with TJKM Transportation Consultants for plan review services.

Attachments

- 1) Resolution
- 2) Scope of Services and Proposal from TJKM Transportation Consultants

RESOLUTION NO. ___-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE THE
AGREEMENT WITH TJKM TRANSPORTATION CONSULTANTS FOR ON-
CALL TRAFFIC ENGINEERING SERVICES**

WHEREAS, the City of Oakley's Public Works and Planning Departments commonly use consultants to conduct in-depth review of private development projects; and

WHEREAS, the volume and complexity of private development projects have increased especially in areas of traffic engineering; and

WHEREAS, TJKM Transportation Consultants, is the premiere traffic engineering firm in the bay area with expertise in municipal traffic and transportation engineering; and

WHEREAS, the costs associated with the agreement for on-call traffic engineering services will be supported from deposits provided by developers, TJKM Transportation Consultants will be compensated based on actual time and materials expended; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby authorizes the City Manager to execute an agreement with TJKM Transportation Consultants for on-call traffic engineering services commencing April 1, 2016 to June 30, 2018.

BE IT FURTHER RESOLVED AND ORDERED, if at the end of the term the services have been performed satisfactorily, the City Manager has the discretion to approve an extension of the agreement to June 30, 2019 under the same terms as the original agreement

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 22nd of March, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

ATTEST:

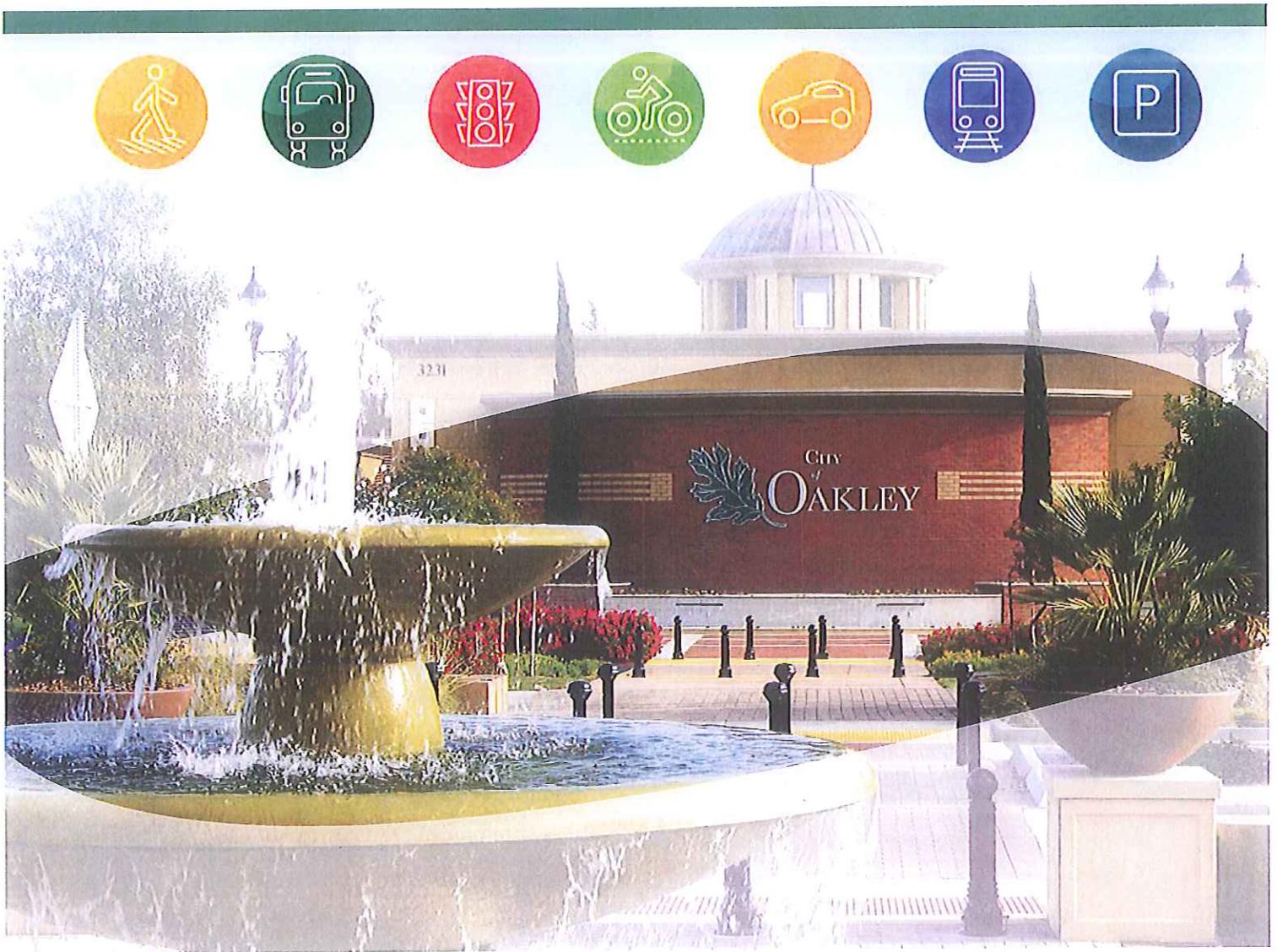
Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date

Proposal for the City of Oakley On-Call Traffic Engineering, Transportation Planning & Traffic Operations Services

March 2, 2016





VISION THAT MOVES YOUR COMMUNITY

March 2nd, 2016

Mr. Kevin Rohani
Public Works Director/City Engineer
City of Oakley

Subject: *Statement of Qualifications for On-Call Transportation Engineering, Transportation Planning, and Traffic Operations Services*

Dear Mr. Rohani:

Thank you for selecting TJKM Transportation Consultants to provide professional services to the City of Oakley for Transportation Engineering, Transportation Planning and Traffic Operations disciplines on an On-Call basis. Our team has expertise in transportation studies for development proposals, traffic safety analysis, traffic control analysis and recommendations, traffic signal system design (isolated intersections and systems), signal timing, peer review, bicycle and pedestrian-related studies, and overall day-to-day traffic engineering that occurs in cities such as Oakley.

TJKM Transportation Consultants is a traffic engineering and transportation planning firm located in Pleasanton, Fresno, Sacramento, and Santa Rosa, California. For 40 years, TJKM has been involved with all aspects of transportation planning and traffic engineering to improve the quality of life for many communities within the Bay Area, including the City of Oakley. We have provided on-call services in the field of transportation engineering, transportation planning and traffic operations to numerous jurisdictions throughout the State of California. Many of TJKM's key staff proposed for this contract have been traffic engineers for various public agencies and are currently managing on-call contracts with other Bay Area cities. TJKM specializes in multi-year, "on-call" types of contracts with California public agencies. The depth of TJKM's in-house resources and specialists gives us the necessary skills and knowledge that will ensure we meet the City of Oakley's needs in all of the transportation projects assigned to us.

Our proposed Project Manager Ruta Jariwala, T.E., P.E., is currently serving as Project Manager for Signal Coordination, and Peer Review of Signal Design in the City of Oakley. She will be the City of Oakley's primary contact throughout the consultant selection process and is our designated Project Manager.

Again, thank you for considering TJKM Transportation Consultants for the City of Oakley's transportation engineering, transportation planning and traffic operation needs. If you have any questions, please call me, at (925) 264-5023 or on my cell (408) 421-0768. You may also reach us via email at rjariwala@tjkm.com

We look forward to hearing from you regarding consultant selection and assisting the City of Oakley again.

Very Truly Yours,
TJKM Transportation Consultants

Ruta Jariwala, T.E., P.E.
Principal

GENERAL INFORMATION

FIRM DESCRIPTION

TJKM Transportation Consultants founded in 1974, is a traffic engineering and transportation planning, firm that provides professional services throughout Northern and Central California. TJKM currently has a staff of 28 employees with offices in Pleasanton, San Jose, Fresno, Sacramento, and Santa Rosa. For over 40 years, more than 3,500 satisfied Clients 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 240 new projects each year. TJKM's primary service categories include traffic engineering design (including PS&E), transportation planning, traffic operations, corridor studies, intelligent transportation systems (ITS), traffic safety 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.

While we have served both public and private Clients throughout California and into Nevada, our experience is broadest in the San Francisco Bay Area and San Joaquin Central Valley. Many of our engineers have also worked on the public side of the desk for years as municipal engineers, developing superior skills in collaborating with the public and city councils and more importantly, crafting excellent relationships with the right people.

TJKM fosters an atmosphere of professional growth and higher learning. Our engineers are encouraged to become active in professional organizations; indeed all of our engineers are members of one or more premier transportation societies, and many serve in key leadership roles. The commitment to you, our Client, makes our teamwork and our company thrive. TJKM Transportation Consultants is a disadvantaged and small business enterprise, DBE #40772 and SBE #38780.

FULL SERVICE TEAM

The TJKM Team offers the experienced transportation planning and design, traffic operations, traffic engineering and Intelligent Transportation Systems team in California. Our skills and depth of resources have been proven by the successful completion of hundreds of traffic engineering projects for local agencies, cities, counties, metropolitan transportation agencies, congestion management authorities and Caltrans.

TJKM commits a dedicated staff of seasoned, experienced traffic experts who have demonstrated capabilities to meet the technical, managerial, and schedule challenges to be encountered during this On-Call services task orders. The Team proposed by TJKM is not only unparalleled in each of these areas, but has consistently demonstrated the creativity to develop innovative design approaches to meet project's challenges efficiently. The TJKM Team's extensive experience includes many state and city projects, as well as direct experience with As-Needed Traffic Engineering Services contracts. The TJKM Team is uniquely qualified to meet all of the City of Oakley goals and objectives on any assignment, as demonstrated by the following facts that show the advantages the TJKM Team will bring to the City of Oakley:

The TJKM Team.....

- ▶ Has an ideally suited Project Manager
- ▶ Has successfully completed numerous traffic engineering projects throughout the Bay Area and California
- ▶ Is available and committed to the successful completion of task assignments
- ▶ Has a strong reputation for competence and quality
- ▶ Successfully provided As-Needed Traffic Engineering Services to numerous jurisdictions throughout the State of California

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

- ▶ Traffic Impact & Parking Studies
- ▶ Development and Site Plan Review
- ▶ Traffic Calming
- ▶ Congestion Management Program (CMP) Intersection Analyses-LOS Monitoring
- ▶ Pedestrian and Bicycle Access and Safety
- ▶ Safe Route to School (SRTS)
- ▶ Pedestrian and Bicycle Planning
- ▶ Complete Streets
- ▶ On-Street and Off-Street Parking
- ▶ Feasibility Studies
- ▶ Environmental Impact Studies
- ▶ Programming and Grant Application
- ▶ Government Agency, Review and Coordination
- ▶ Traffic Safety Systems
- ▶ Roadway Improvements
- ▶ Public and Staff Meeting Facilitating
- ▶ Traffic Signals and Intelligent Transportation Systems
- ▶ Traffic Signal Timing and Coordination
- ▶ Transportation Demand Management (TDM)
- ▶ Intelligent Transportation Systems
- ▶ Incident Management
- ▶ Communication Systems
- ▶ Traffic Modeling
- ▶ Traffic Simulation
- ▶ Construction Support Services
- ▶ Design Criteria, Schematic Design and Alternatives
- ▶ Project Phasing, Scheduling and Estimating
- ▶ Plan, Specifications and Estimate Preparation
- ▶ Transit Priority and Bus Rapid Transit
- ▶ Transit Modeling and Simulation Travel Demand Modeling and Forecasting

UNDERSTANDING OF ON-CALL CONTRACTS

The TJKM Team provides the City with the full range of traffic engineering capabilities necessary to address the many and varied requirements of this on-call services contract. Our approach to providing the required services is focused on adequately responding to the following key points:

- ▶ **Ensure a Staffing Capacity With the Necessary Range of Expertise and Experience.** Our proposed team has provided services in the fields of traffic engineering, transportation planning, operational analysis and Intelligent Transportation Systems. The experience offered by TJKM Team includes numerous local examples of traffic engineering relevant to this contract. Our proposed team has demonstrated the ability to successfully manage both large and small projects and resolve issues through a proactive management process throughout California and United States.
- ▶ **Provide Experienced Project Manager and Task Leaders.** The TJKM Team is comprised of highly qualified individuals with extensive project management experience. Ms. Ruta Jariwala, PE, TE, has over 16 years of expertise include corridor studies, context sensitive roadway design, traffic impact and parking studies, circulation plan, safety audits, traffic calming, and general plan roadway policies and programs. She will serve as overall Contract Manager, providing a single point of contact for the City of Oakley. Our proposed team also includes task leaders with extensive experience in their field of expertise. Our proposed team has worked together on numerous projects and successfully delivered the projects on time and within budget.
- ▶ **Understand City's Policies and Standards.** Our local presence and ongoing involvement in the region's transportation and engineering projects, combined with our extensive national experience in conducting traffic studies and design work, gives the TJKM Team the knowledge and in-depth experience to efficiently complete task assignments. Our team members are very familiar with the City's Policies and Standards.
- ▶ **Ensure Responsiveness to both City Needs and Project Issues.** With our available resources, TJKM can provide the level of responsiveness needed by the City of Oakley. Our staff is adept to meeting client needs and being very responsive. The TJKM Team will develop an individualized approach to each assignment, specifically designed to the unique project issues and requirements. This, combined with an active project management and team-oriented approach, will ensure the delivery of timely, high-quality assignments.
- ▶ **Ensure Availability and Interest in the Projects.** The TJKM Team has dedicated traffic engineers who will be available to meet the City of Oakley needs in being responsive and providing timely quality products. Our staff is adept at taking ownership in the projects they work on. This positive attitude provides a very high level of interest and assures the City of Oakley a quality work product.
- ▶ **A Sound Approach.** The TJKM project management approach has been consistently demonstrated to be effective through the success of past and current projects to be an effective manner in which to conduct on-call service contracts. Our approach to project management is characterized by three basic responsibilities:
 - Ensure that each project assignment is completed on time;
 - Ensure that the assignment is completed within budget; and
 - Ensure that the assignment is completed with a high degree of quality and innovation.

WORK 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 Oakley technical on-call traffic 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 Ms. Ruta Jariwala and the Task Leaders, 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 Ruta 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, Ruta will consult with the City of Oakley 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 City of Oakley, and the schedule adjusted as necessary to meet the needs of the task through intensification of efforts in specific areas.

Our role for this on-call contract, as an on-call traffic consultant, is to assist the City of Oakley in delivering projects. To accomplish this objective, the TJKM Team assigned to a specific task or technical study will work closely with Ms. Jariwala and, as needed, the City of Oakley Project Manager and planning and engineering staff, to identify important issues and develop an effective approach for addressing those issues. Close teamwork between City of Oakley 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 Oakley Project Manager will notify Ms. Ruta Jariwala of a proposed or possible task assignment. Based on the type of work involved, Ruta will identify one or more choices of team for the assignment, and provide these recommendations to the City of Oakley. She will be available to meet with the City of Oakley 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 of Oakley task order will provide the proposed study objectives and expectations, including any specialized needs and schedule requirements. TJKM will work with the City of Oakley Project Manager to confirm the requirements, and refine or clarify assumptions or expectations, including needed information from the City of Oakley. TJKM will coordinate with the City of Oakley 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 of Oakley 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 Ruta and the Task Order Leaders to monitor budget and schedule performance. Coordination may include scheduled technical briefings with City of Oakley 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 of Oakley for review. City of Oakley 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 the project areas identified by the City of Oakley.

1. **Traffic Impact Studies for Environmental Documents** – TJKM will adhere to the requirements of City of Oakley for conducting traffic impact studies within the City of Oakley. This will enable TJKM to prepare studies that use a standard and accepted methodology and satisfy all of the City of Oakley' 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 of Oakley to obtain the details of the project being proposed and to work through the specific requirements of the particular traffic study.
2. **Traffic Calming Studies and Design** – TJKM recently conducted a comprehensive traffic calming program for the Willows Neighborhood in the City of Menlo Park in which strongly divergent opinions were held by various members of the neighborhood. TJKM recommended a plan that was accepted by the City. In a potential City of Oakley scenario, TJKM might investigate the need for neighborhood traffic calming and recommend a plan for community discussion and potential adoption.
3. **General Transportation and 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 understand these processes very thoroughly. Secondly, most of the key staff members on TJKM's proposed City of Oakley 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.
4. **Traffic Operations** – With our background as City Traffic Engineers, this 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 levels of service 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.

5. **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 41 year history. On our signal design projects, we inventory existing conditions, develop base maps and prepare plans, specifications and estimates for traffic signals at 35%, 60%, 90% and Final.
6. **Traffic Signal Timing and Review** – TJKM is one of the firms selected by MTC to provide professional services under the Program for Arterial Signal Synchronization 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.
7. **Intelligent Transportation Systems** – Our Team is recognized worldwide for transportation planning and design capabilities and we have worked with many agencies to improve the efficiency of surface transportation systems through the planning, design, operation, and maintenance of Intelligent Transportation Systems (ITS). Our Team members have gained significant experience in the design and development of ITS systems during the last nine years. Through our work, we have developed a process that provides efficient ITS design through a multi-leveled approach, which addresses each element from concept and communications technology to implementation. Our Team members have successfully applied this approach to several similar projects throughout the nation, tailoring each project to our client's needs. On our ITS design projects, we inventory existing conditions, develop base maps and prepare plans, specifications and estimates for traffic signals at 35%, 60%, 90% and Final.
8. **Multimodal Planning and Design** – 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.
9. **Safe Routes to School** – 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. Our typical approach on Safe Routes to School 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.
10. **Transportation Demand Management (TDM)** – To provide a recommendation to the City of Oakley on development and implementation of a TDM program, TJKM would start by surveying the TDM programs in other Northern California jurisdictions, and present a summary of those programs for review and discussion with the City of Oakley staff. During this process, we expect to develop an understanding of the priorities for various potential elements of a TDM program, highlighting measures that best match the City of Oakley' needs or provide early opportunities for measurable success, and noting any measures that appear problematic for City of Oakley. TJKM would also: take stock of any existing TDM programs and services, which may be available through the City of Oakley, or large employers; identify key community groups that could help support TDM measures; and investigate opportunities for education and social network marketing to the public.

11. **Traffic Forecasting** – TJKM will use the latest version of the City’s or County’s Travel Demand model to determine future volumes and to help in determining traffic distribution of proposed projects. If appropriate, TJKM has the capability to update the model itself, should that be a potential assignment from the City of Oakley. In using the model for traffic impact studies, TJKM might suggest refining either the roadway network or the traffic analysis zone (TAZ) structure, if appropriate for the project. TJKM will examine the land use in the relevant zone(s) and make adjustments as required based on the proposed project’s land use and its conformance to the land use already contained in the model.
12. **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 the City of Oakley 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 bike 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 of Oakley’ proposed projects to the selection panel. Using this approach, TJKM has successfully obtained grant funding for multiple projects on behalf of our municipal clients.
13. **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, Project Manager Ruta will attend public hearings as requested by the City.

PROJECT MANAGEMENT PLAN

The TJKM project management plan that will be used on these projects is based on proven management and administrative systems developed to enhance communication among the City of Oakley, 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 of Oakley, 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 among the City of Oakley, other local jurisdictions (as agreed with the City of Oakley), 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. Ms. Ruta Jariwala, our proposed project manager, will maintain close communication with the City of Oakley' 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. Most of the tasks, other than fieldwork, will be performed in the TJKM Pleasanton Office, however, as needed, staff can provide the services in the City of Oakley as needed. Ruta, as well as other key team members, will meet with City of Oakley' 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 of Oakley is thoroughly aware of all aspects of the project.

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

- ▶ Participate in conference calls and meet with the City of Oakley staff, as needed at key stages during the project to review 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 of Oakley.
- ▶ Prepare and submit monthly progress status updates to the City of Oakley. The reports will include: progress of work, 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 any time. Cost control reporting to the 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, 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 Quality Assurance Procedures are utilized throughout the life of the Project. Quality Control 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 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.

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

RELEVANT PROJECTS

TJKM regularly provides on-call services and the summaries below illustrate the type of work that has fallen under these contracts.

Project/Date(s)	Duties/Responsibilities		
Town of Los Gatos On-Call - Since 2003 (12 years)	<ul style="list-style-type: none"> ▶ Traffic Engineering Design ▶ Peer Review 	<ul style="list-style-type: none"> ▶ Traffic Studies ▶ Safety Analyses 	<ul style="list-style-type: none"> ▶ Traffic Signal Design & Coordination ▶ Public Meetings
City of Palo Alto On-Call – Since 2013 (2 year)	<ul style="list-style-type: none"> ▶ Traffic Engineering Design ▶ General Planning ▶ Traffic Operations 	<ul style="list-style-type: none"> ▶ Traffic Signal Design & Timing ▶ Traffic Calming Multimodal Planning 	<ul style="list-style-type: none"> ▶ Parking ▶ Traffic Signal Timing
City of Redwood City On-Call - Since 2007 (8 years)	<ul style="list-style-type: none"> ▶ Traffic Engineering Design ▶ Review Traffic Studies 	<ul style="list-style-type: none"> ▶ Regional Transportation Planning Support ▶ Construction Traffic Control Plan Review/Input 	<ul style="list-style-type: none"> ▶ Grant Applications ▶ Public Meetings
City of Patterson On-Call – Since 2008 (7 years)	<ul style="list-style-type: none"> ▶ Transportation Infrastructure Master Plan 	<ul style="list-style-type: none"> ▶ Traffic Operations ▶ Travel Demand Model ▶ Speed Surveys 	<ul style="list-style-type: none"> ▶ General Plan Update ▶ Impact Fee Study
Mountain House On-Call - Since 2002 (13 years)	<ul style="list-style-type: none"> ▶ Traffic Signal Systems 	<ul style="list-style-type: none"> ▶ Traffic Engineering Design 	<ul style="list-style-type: none"> ▶ Traffic Studies ▶ Peer Review
City of Tracy On-Call - Since 1995 (20 years)	<ul style="list-style-type: none"> ▶ General Planning 	<ul style="list-style-type: none"> ▶ Traffic Engineering Design 	<ul style="list-style-type: none"> ▶ Traffic Studies ▶ Peer Review
City of Dublin On-Call - Since 1985 (29 years)	<ul style="list-style-type: none"> ▶ Traffic Signal Systems Design ▶ Traffic Engineering Design 	<ul style="list-style-type: none"> ▶ Traffic Studies ▶ Traffic Signal Coordination 	<ul style="list-style-type: none"> ▶ Peer Review ▶ Public Meetings
City of San Carols – Since 2010 (5 years)	<ul style="list-style-type: none"> ▶ Engineering & Traffic Studies ▶ Safe Route to School Plan Studies 	<ul style="list-style-type: none"> ▶ Multi-Way STOP Warrant Analysis ▶ Pedestrian & Circulation Improvements 	<ul style="list-style-type: none"> ▶ Funding Application Assistance
City of Sunnyvale On-Call – Since 2012 (3 years)	<ul style="list-style-type: none"> ▶ Transportation Impact Studies 	<ul style="list-style-type: none"> ▶ Parking Analysis 	<ul style="list-style-type: none"> ▶ Public Meetings