

**PROPOSAL
FOR
ON-CALL TRANSPORTATION AND TRAFFIC ENGINEERING
SERVICES, RFP 19-04**

Prepared for:

**City of Hermosa Beach
Office of the City Manager
1315 Valley Drive
Hermosa Beach, CA 90254**

**Attention:
Ms. Leeanne Singleton, AICP, LEED AP
Environmental Analyst**

Presented by:

**Hartzog & Crabill, Inc.
Traffic Engineers
17852 E. 17th Street, Suite 101
Tustin, CA 92780
(714) 731-9455**



June 13, 2019

TABLE OF CONTENTS

<u>Description</u>	<u>Page No.(s)</u>
Proposal Cover Sheet	1
Table of Contents	2
3.2.1. COVER LETTER	3 - 4
3.2.2. FIRM PROFILE	5 - 7
3.2.3. PROJECT UNDERSTANDING & APPROACH TO SCOPE OF WORK:	
Statement of Understanding & Approach to Delivery of Services	8 - 14
Organizational Chart	15
Roles and Responsibilities for City Staff	16
Communications Approach and Quality Control	16 - 24
3.2.4. EXPERIENCE AND QUALIFICATIONS:	
Summary of Relevant Projects	25
References	26 - 28
Experience and Qualifications of Key Personnel	29 - 32
Assignment of Key Personnel	33
3.2.5. REQUIRED FORMS	33
3.2.6. COST PROPOSAL	34

Appendices: *(follow on the attached pages)*

- Required Forms
- Certificate of Insurance
- Resumes
- Schedule of Hourly Rates



Trammell Hartzog, President
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June 13, 2019

Ms. Leeanne Singleton, AICP, LEED AP
Environmental Analyst
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

**SUBJECT: PROPOSAL FOR ON-CALL TRANSPORTATION
AND TRAFFIC ENGINEERING SERVICES (RFP 19-04)**

Dear Ms. Singleton:

Hartzog & Crabill, Inc. (HCI) is pleased to submit this Cover Letter and Proposal package to the City of Hermosa Beach for providing on-call professional transportation and traffic engineering services. As you know, HCI has been successfully providing the same type of service as contract City Traffic Engineer during this current term. HCI has thoroughly examined and become familiar with the work required under this RFP, and is capable to continue performing quality traffic engineering services to achieve the City's objectives under a new 2-year contract, which will start on August 1, 2019. HCI understands that it is the City's intent for this process to result in an approved list of firms that may be utilized for upcoming services.

The City's Request for Proposal (RFP), dated May 13, 2019, is incorporated in its entirety as a part of our proposal. Likewise, if selected, HCI understands that our proposal package will be incorporated in its entirety as part of a new On-Call Transportation and Traffic Engineering Services contract, and will jointly become part of the "Professional Services Agreement" when said agreement is fully executed by the City of Hermosa Beach and HCI. HCI is proposing to continue providing on-call engineering services specifically for the following category as identified in the RFP:

1) Contract Traffic Engineering Services

During our (25) years of operation, HCI staff have successfully provided these same types of requested on-call traffic engineering services to numerous Southern California city agencies, including the City of Hermosa Beach, where we continue to build on their foundation for a viable, responsive traffic engineering function. Our service to our client agencies over these past years also affords us knowledge of client expectations and work products required. We look forward to continuing to work with your staff and sharing our experience and expertise with the common goal of ever-improving traffic safety and efficiency in the City of Hermosa Beach.

Ms. Leeanne Singleton, AICP, LEED AP
June 13, 2019
Page 4

I, Trammell Hartzog, am President and co-owner of HCI, a California corporation, and am authorized to commit to contractual terms and conditions resulting from this submittal.

Gerald J. Stock, PE, TE is Executive Vice-President, co-owner of HCI, and is also authorized to commit to contractual terms and conditions. If selected, Mr. Stock will serve as the Principal-In-Charge of the agreement/services with the City of Hermosa Beach, and the single person for contact during the RFP process.

If selected, our Senior Engineer, Mr. Scott Ma, PE, TE, will continue to provide the on-call traffic engineering services as part-time contract traffic engineer for the City of Hermosa Beach.

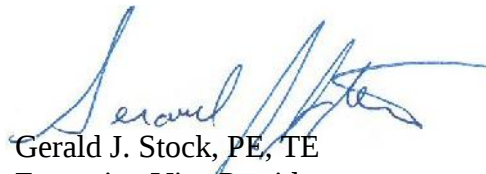
As we currently have an agreement with the City for contract traffic engineering services, HCI is very familiar with the City of Hermosa Beach's agreement and insurance requirements. Upon execution of a new agreement, HCI confirms that our insurance shall meet or exceed the requirements per the City's RFP. A copy of our current insurance certificate is attached for the City's review.

By signing this cover letter below, we attest that all information submitted in the attached proposal is true and correct. We sincerely appreciate the opportunity to submit this proposal package and being considered to continue serving your community.

Very truly yours,
HARTZOG & CRABILL, INC.



Trammell Hartzog
President



Gerald J. Stock, PE, TE
Executive Vice President
City & Traffic Engineering Services

Attach: Proposal

Below and on the following pages, Hartzog & Crabill, Inc. (HCI) has provided our responses to the requirements set forth in Section 3.2 Proposal Content of the City's RFP (Page 10 of 28). We have incorporated the exact numbering order of the format to facilitate the City's review.

3.2.1 COVER LETTER

Please see the cover letter in the initial pages of this proposal package.

3.2.2. FIRM PROFILE

General Firm Information

Hartzog & Crabill, Inc. (HCI) is a private traffic engineering consulting firm that has been in business for over (25) years, as a California corporation since 1993, offering the same types of traffic engineering services under the same name.

The firm's sole office location is headquartered in Tustin, CA, which provides quick, easy access to the majority of our client cities. Our general firm information, including legal name, address, telephone numbers, and title information of our two company principals are provided below:

Hartzog & Crabill, Inc.
17852 E. 17th Street, Suite 101
Tustin, CA 92780
Phone (714) 731-9455
Fax (714) 731-9498
Federal Tax ID #33-0575354

Attn: Mr. Trammell Hartzog, President
Email: trammell@hartzog-crabill.com

And

Attn: Mr. Gerald J. Stock, PE, TE, Executive Vice President (Primary Contact)
Email: jstock@hartzog-crabill.com

HCI confirms that our company insurance meets or exceeds the requirements per the City's RFP. HCI will provide all updated insurance documentation at the time of execution of a new agreement, as well as applicable business license requirements. A copy of our current insurance certificate is attached for the City's review.

HCI has had no failures or refusals in completing a contract within the last five (5) years, or ever, and has no other financial interests in other lines of business.

3.2.2. FIRM PROFILE (continued)

Firm Description

HCI is a consulting engineering firm specializing in serving local government agencies with a full array of engineering services, including serving several of our client cities as contract City Traffic Engineer, contract City Engineer, and “on-call” City Traffic Engineer. Specific to traffic engineering and transportation planning, HCI performs various services including, but not limited to, the following:

Traffic signal and striping plan design, specifications, and estimates (*PS&E*); development and design of traffic signal coordination systems; on-going remote and local (*off-site/on-site*) management of traffic signal systems; warrant analyses for traffic control devices (*traffic signals, flashing beacons, Stop signs, crosswalks, RRFBs, etc.*); engineering and traffic surveys for establishing speed limits; traffic control plans; preparation and review of traffic impact analyses; and assist cities with coordination of services completed by their traffic signal maintenance contractor. HCI also provides on-call construction observation, administration, and training services on behalf of our client cities relative to the installation of new and modified traffic signals, safety lighting, copper/fiber optic interconnect communications, and signing and striping in order to verify compliance with approved *PS&E*.

Since its inception in 1993, HCI has proven itself as a leader in client satisfaction through successful project completion. This is evident in the continued and long-standing relationships we have maintained with our numerous client cities.

The successes are attributed to the “hands on” approach that is demonstrated by our principals, Mr. Trammell Hartzog and Mr. Jerry Stock. Mr. Hartzog’s experience spans over (40) years and involves a specialization and unmatched expertise in traffic signal design, signal operations, and signal system coordination. Mr. Stock is a registered Civil and Traffic Engineer whose experience covers over (25) years. Mr. Stock has been serving the City of Bellflower as both contract City Engineer and City Traffic Engineer for over (19) years.

In addition to our technical expertise, a cornerstone of HCI’s success is our work ethic, loyalty to our client cities, completion of assigned tasks on schedule, and ability to effectively communicate with the public, City staff, and elected officials.

Location

The firm’s Tustin office location, located near the Santa Ana (I-5) and Costa Mesa (SR-55) Freeway interchange, provides quick, easy access to the majority of our client cities. The office employees total (15) individuals who comprise a complete staff of professional engineers and support technicians where all design work products are prepared using state-of-the-art AutoCAD software and personal office computers from this office location.

3.2.2. FIRM PROFILE (continued)

Engineering Services

Working with numerous Southern California cities, HCI has been responsible for directing the activities of Traffic Divisions, providing expertise to City Engineering and Planning staffs, and responding to requests, inquiries and concerns of citizens and City Council members. Our overall services available to the City of Hermosa Beach include the following:

- ✓ Traffic signal design
- ✓ Signing and striping design
- ✓ Warrant analyses for traffic control devices, such as traffic signals, Stop signs, crosswalks
- ✓ Traffic signal operational analyses
- ✓ Develop, design and implement traffic signal coordination systems
- ✓ Develop and implement traffic signal timing plans
- ✓ Remote and local (*off-site/on-site*) management of traffic signals
- ✓ Traffic management plans (*traffic control plans*)
- ✓ Preparation and review of traffic impact analyses
- ✓ Provide construction observation/management services on behalf of the City on all proposed traffic improvements, development, site and traffic management plans to ensure conformance with applicable standards (*City, AASHTO, Cal. MUTCD, etc.*)
- ✓ Develop traffic-related conditions of approval for planning and development applications
- ✓ Identify and prepare applications for public improvement funds/grants
- ✓ Coordination of activities of our client cities' traffic maintenance contractor
- ✓ Contract City Traffic Engineering, including City representation
- ✓ Engineering and Traffic Surveys for establishing speed limits
- ✓ Civil engineering design
- ✓ Grading/drainage plan-checking
- ✓ All other traffic-related impact reports, surveys and analyses

From our Tustin office location, HCI continuously operates (16) local agencies' citywide traffic signal systems. The local agencies where HCI operates and manages the coordination timing for traffic signals are the following cities:

- | | | | |
|-----------------|------------------|--------------------------|-------------------------|
| 1) Aliso Viejo | 5) La Palma | 9) Lake Forest | 13) San Juan Capistrano |
| 2) Cerritos | 6) Laguna Hills | 10) Mission Viejo | 14) Stanton |
| 3) Cypress | 7) Laguna Niguel | 11) Moorpark | 15) Tustin |
| 4) Indian Wells | 8) Lake Elsinore | 12) Ran. Santa Margarita | 16) Yorba Linda |

As such, HCI staff acts as an extension to our client cities. We believe that, if selected, the City of Hermosa Beach should be able to see that HCI will continue to establish a close working relationship with City staff and remain accessible throughout the contract duration.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK

Statement of Understanding & Approach to Delivery of Services

HCI's Understanding and Proposed Service Category

Per the City's RFP, the City of Hermosa Beach seeks to establish a list of professional firms with the capability and capacity to provide on-call mobility, planning, transportation engineering design, and/or contract traffic engineering services to support the function and needs of the City's Public Works Department, Community Development Department, and Office of the City Manager.

HCI understands that the City of Hermosa Beach's intent to provide a full range of engineering services on an on-call/as-needed basis, and to result in an approved list of firms that may be utilized for upcoming services. We also understand that various City Departments will complement their existing staff with certain engineering services to be provided on an on-call/as-needed basis. City staff will develop a short list of qualified consultants to begin on August 1, 2019, and utilize for the 2 years (2019/20 – 2020/21), with up to 3 additional annual renewals.

As you know, HCI has been successfully providing these same services as part-time contract traffic engineer for the City of Hermosa Beach during this current term. Consequently, we are very familiar with the City and that it includes nearly 2 miles of shoreline and varies in width between one-half mile and approximately one mile inland. We also recognize the City has a land area of 1.4 square miles, a high population density of approximately 13,900 per square mile, and approximately 48 centerline miles of streets. As traffic signal design is our expertise, we are very familiar with the City's 18 traffic signals, and with Pacific Coast Highway, which is under Caltrans jurisdiction and runs the length of the City of Hermosa Beach.

HCI is proposing to continue providing on-call engineering services to the City of Hermosa Beach specifically for the following category as identified in the City's RFP:

1) Contract Traffic Engineering Services

As such, our focused understanding is that the City of Hermosa Beach is seeking a part-time, on-site, contract traffic engineer to serve as the City's primary traffic engineer approximately 15 hours per week to assist the Public Works Department in managing the day-to-day traffic engineering needs of the City and its citizens.

If selected, our Senior Engineer, Mr. Scott Ma, PE, TE, will continue serving the City of Hermosa Beach in this current position as summarized in the City's RFP. Mr. Ma will provide recommendations and services requested on an as-needed basis by the City's principal contact. Mr. Ma will ensure that consistent communication between the City of Hermosa Beach and HCI occurs regularly. Mr. Ma will continuously have our entire HCI staff as a resource, as needed.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

As contract traffic engineer, HCI will continue to assist the City in achieving the following goals:

- Leverage the vision and goals of the recently adopted General Plan and the Community Decision-Making Tool;
- Take a comprehensive approach to maintain, rehabilitate, and improve the City's transportation network;
- Identify opportunities to fund, design, and complete both capital projects and smaller traffic/pedestrian safety enhancements;
- Assist the City in complying with funding, expenditure, and reporting requirements for federal, state, or regional funding sources in a cost-effective and timely manner; and,
- Seek citizen input on the design and operation of transportation/pedestrian facilities and respond to traffic concerns.

Under the direction of the City's principal contact, or other approved staff member, at a minimum, HCI will continue to provide on-call traffic engineering consulting services to address specific traffic engineering matters within the City of Hermosa Beach Public Works Department:

1) Provide technical staff for City Council, City staff and commissions at the request of the Public Works Director.

HCI staff will attend City staff, City Council, and Public Works Commission meetings, as well as any other meetings, as needed and requested by City. HCI is also capable and familiar with preparing all types of traffic-related materials, exhibits, and information for the City's use at various staff and public meetings. HCI staff will remain available to provide such materials upon the City's request.

2) Represent City at regional organization meetings at the request of the Public Works Director.

Since our client base are primarily municipalities, we have extensive experience working with City staff, regional and county agencies, as well as other city consultants in providing the support necessary to represent our clients and ensure that transportation planning and traffic services required by the City are met.

Through our successful work in other communities, HCI already has many regional organization relationships firmly established, and represent our client cities at regional meetings such as Council of Government Technical Advisory Committee meetings, specific regional corridor development meetings, and Public Works Officers meetings. Consequently, HCI staff has been able to quickly contact the correct person for project development, along with other similar individuals at Caltrans District 7, as well as Metro and the County of Los Angeles, in order to resolve traffic-related matters that affect our client cities in a timely manner. These associations also afford HCI the opportunity to learn and share new technologies, products and procedures with our client cities.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

3) Respond to citizen input – “Questions, Complaints, & Suggestions”.

HCI has the capability, sensitivity, and range of expertise to respond to and provide technical advice on any traffic or transportation-related issue or facility to the City of Hermosa Beach and its citizens. A tenet of HCI is our belief that we serve as an extension of City staff and consider ourselves as associates in the well-being of the City.

Additionally, our staff has had the opportunity to work with many public and private schools in Los Angeles and Orange County over the past several years. Our staff has also worked closely with Police Services and elected officials on traffic-related issues. HCI's collective experience and expertise in all aspects of traffic and transportation engineering allows our staff to provide advice and recommendations to our client cities on virtually any traffic issue. HCI can provide technical advice on traffic signal facilities, accident rates, new developments, and maintenance of traffic facilities.

HCI staff will complete the requested services in a thorough, efficient, and polite manner, on time and within the approved fee schedule. If a new or unique situation arises, HCI staff does not hesitate in performing the research necessary to determine an appropriate action or recommendation. HCI is well versed in responding to the community in layman terms without excessive technical jargon.

4) Attend meetings of Council, Commission and staff at the request of the Public Works Director.

As mentioned, HCI staff will attend City staff, City Council, and Public Works Commission meetings, and any other extraordinary meetings or events, as needed and requested by City.

5) Prepare reports covering investigations of requests for traffic control devices, installation and/or modifications such as traffic signals, stop signs, parking regulations, speed zones, channelization, crosswalks, etc.

Our staff prepares numerous amounts of traffic operations and warrant analysis reports every year for various city agencies, such as operational level-of-service (LOS) studies, traffic signal warrants, left-turn phasing warrants, queuing analyses, multiway stop warrants, flashing beacon warrants, traffic calming studies, engineering and traffic surveys for speed limits, etc. HCI staff has obtained and analyzed data, prepared exhibits, and developed reports for literally hundreds of traffic studies. Sample reports can be forwarded upon request.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

6) Provide traffic engineering review for proposed City projects, development projects and special City events.

HCI will review, plan-check, and make recommendations on all traffic plans and reports, and provide input relating to traffic issues on planning and development applications. Our staff has extensive experience in reviewing and analyzing all types of City and developer-related plans, as well as assimilating the findings and recommendations into easily understood summations. Our experience and expertise also allows quick and complete site plan review for all types of civil and traffic engineering applications to determine conformance to traffic, parking, access, street and pavement, subdivision requirements, meetings with developers or contractors to resolve traffic issues, with capability to present findings to City staff, City Council and/or Public Works Commission. It is noted that many development-related services such as the review of street improvement or traffic signal plans are project specific and are treated as recoverable project costs.

HCI will review all proposed improvements for conformance to the City's Traffic Standards. HCI has the expertise to review all proposed improvements, development, site, and traffic management plans (traffic control plans) for conformance to the City's standards, from both a traffic engineering and civil engineering perspective.

Upon request, HCI staff will render and remit a typed plan-check correction/clarification list (2 copies) to the Public Works Department within (10) working days from notification by the City for a typical development project.

7) Identify, review and develop recommendations for corrective measures for neighborhood streets experiencing unacceptably high volumes of traffic.

As mentioned, HCI has been and will continue to review, identify, and develop recommendations for corrective measures on neighborhood street issues. Our staff has extensive experience in reviewing and analyzing all types of City issues.

Our experience and expertise allows quick and complete review for all types of neighborhood street applications to determine volumes of traffic, parking, access, pavement, subdivision requirements, and meetings to resolve traffic issues, including but not limited to, concerns of speeding, cut-through traffic, and sight distance concerns, along with capability to present findings to City staff, City Council and/or Public Works Commission.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

8) Provide transportation planning services.

In terms of transportation planning, HCI can assist the City in developing a prioritized list of traffic improvement projects for inclusion into the City's Capital Improvement Program (CIP) and incorporate into existing project lists.

HCI has also worked with many of our client cities in identifying and developing long and short-range CIP projects consistent with the economic capabilities of the City. A fundamental goal of HCI in developing CIP projects is to provide City staff with that data necessary to make vital and meaningful decisions at critical stages of the project's development, in order to provide viable, achievable options. Consistently reaching this goal assists with resolving issues and problems associated with each project.

Possible traffic engineering candidate projects the City of Hermosa Beach may desire to consider, or expand on, include the following:

- a.) Video surveillance of other major intersections or street segments.
- b.) Identification and analysis of potential critical intersections, improvement alternatives, and funding opportunities.
- c.) An updated Signal Construction or Modification Priority List, including long-term maintenance and equipment needs.
- d.) Implementation of citywide emergency vehicle preemption (EVP) systems.
- e.) Changeable message signs.
- f.) Countdown pedestrian signal indications.

Additionally, HCI can assist the City with preparation of the City's Annual Reports. Each year, HCI has assisted several cities with the preparation of their Annual Report to the South Coast Air Quality Management District (AQMD). As a result, HCI is very familiar with the requirements for this report preparation. Based on the types of programs implemented by the City to reduce air emissions, the Annual Report may require a series complex calculations and procedures to measure the effectiveness of the City's programs to reduce air emissions.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

Similarly, HCI provides critical intersection calculations to several of our client city agencies on a bi-annual basis for compliance with the region's Congestion Management Program (CMP) and Highway Performance Monitoring System (HPMS). In regards to the CMP, HCI typically gathers peak-hour turning movement counts for the specified intersections, and applies these traffic volumes, number of lanes for each approach leg, and timing to obtain an intersection LOS. More specifically, HCI utilizes the Intersection Capacity Utilization (ICU) or the Highway Capacity Manual (HCM) methodologies, as appropriate, to complete peak-hour intersection level-of-service (LOS) calculations. Typically, HCI uses the HCM methodology to determine LOS at traffic signalized intersections using the latest Synchro Traffic Signal software, unless the ICU methodology is specified. HCI then reviews the results, determines applicable deficiencies, and provides a recommendations report to the City for improving LOS to acceptable standards, such as additional lanes, protected left-turns, overlap phases, and signal timing.

Lastly, HCI has assisted in the preparation of numerous grant applications for our client cities. HCI has worked with City staff to identify potential improvement projects that meet the criteria of the grants. Two types of grants that are issued practically on yearly basis are the Safe Route to Schools (SRTS)/ATP grants, and Highway Safety Improvement Program (HSIP) grant. HCI is very familiar with the requirements of these two grants and will remain ready to assist the City with any traffic-related grant application.

9) Other duties, as assigned by City Engineer or Public Works Manager.

Provide traffic engineering design:

HCI has extensive experience in the development of traffic engineering plans, such as new traffic signal, traffic signal modification, signal interconnect, signing and striping, and traffic control plans, as these are our firm's primary service products.

For each of these types of plans, HCI includes technical provisions and engineer's estimates that complement each plan set providing complete PS&E ready for construction bidding on time and within the approved schedule. Examples of our different types of designs can be submitted for the City's review upon request.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Statement of Understanding & Approach to Delivery of Services (cont'd)

As previously noted, HCI's collective experience and expertise in all aspects of traffic and transportation engineering allows our staff to provide recommendations to our client cities on virtually any traffic issue. Consequently, if a unique situation arises or a new duty is assigned by the City's principal contact, HCI staff will not hesitate in performing the research necessary to determine an appropriate action or recommendation. If other services are requested on a project-by-project basis, HCI will negotiate with the City and provide a pre-agreed scope of work and hours required to complete the work.

Traffic Count Data Collection:

In terms of data collection, HCI typically collects new traffic count data on behalf of our client cities using an outside count company. Upon receipt, we analyze the data for accuracy, and if approved, will send to the City as well as keep a copy in our office server.

Monthly Invoicing:

HCI will continue to provide monthly invoices to the City detailing specific project accounting of hours billed, including other direct costs, and can update the format at the City's discretion.

Document Maintenance:

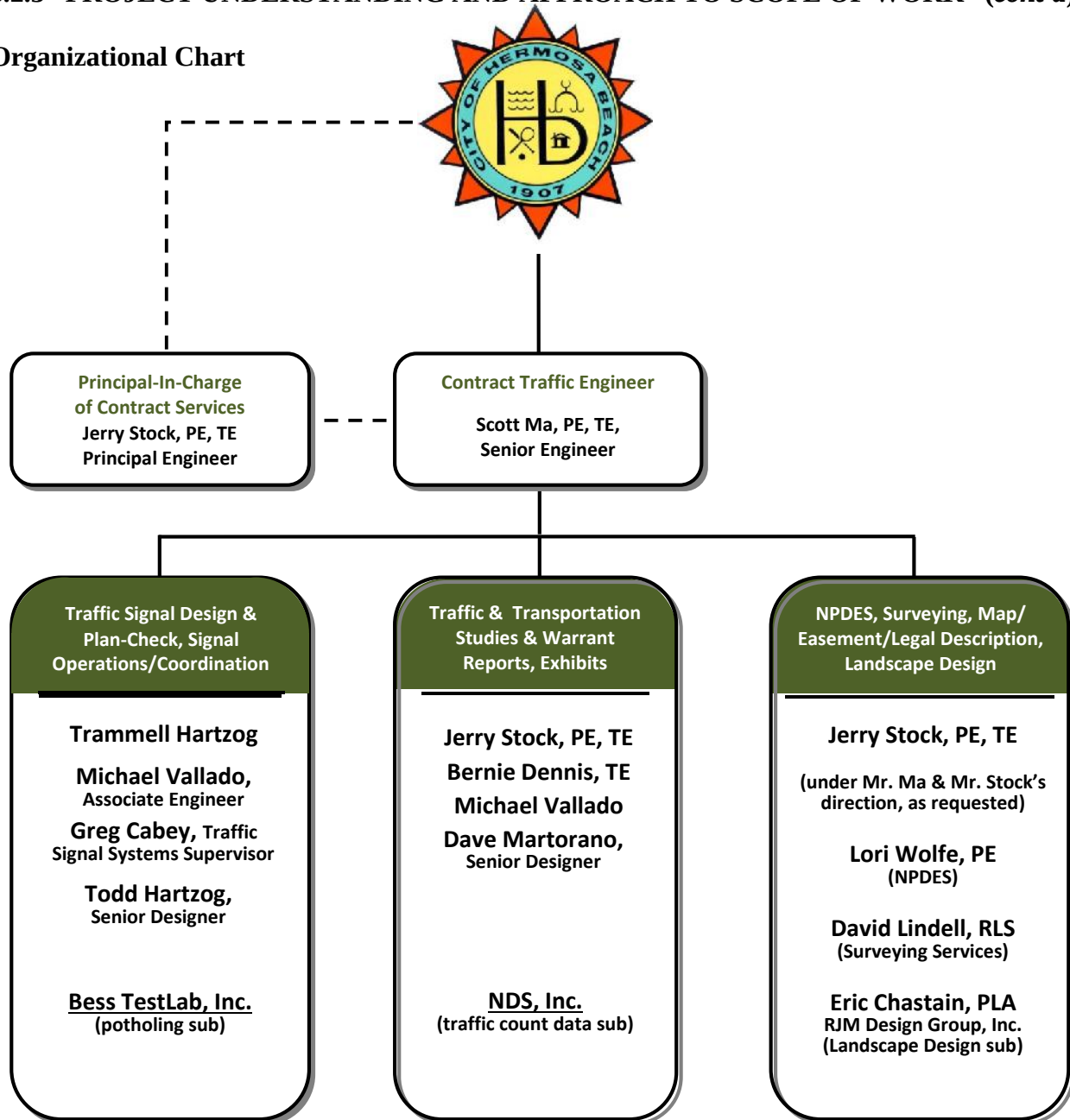
HCI will also maintain all documents, paperwork, employee time sheets, etc. pertaining to costs incurred and will keep this for at least (3) years from the date of final payment for inspection by the City.

Training:

Over the years, HCI has successfully provided certain training and periodic on-site traffic engineering services to our client agencies' traffic technicians during their initial period working in their position.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Organizational Chart



HCI staff is comprised of (15) engineering professionals and technicians who have the proven ability/expertise to meet the ever-changing, challenging needs of the modern city. As shown above, HCI is providing an organizational chart showing the relationship of the City of Hermosa Beach and our proposed consultant team. Our proposed personnel are all headquartered in our Tustin office. HCI is proposing as the prime consultant, with two sub-consultants: Bess Testlab and NDS. Bess will only be used as-needed when approved by City for design potholing. National Data & Surveying Services, Inc. (NDS) will be used more frequently for requested traffic count data collection associated with reports, surveys, studies, and investigations. RJM Design Group is available to HCI if the City has need for landscape design work that may be in combination with certain traffic design work.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Roles and Responsibilities for City Staff

HCI has the capacity and will provide all services stated in the City's RFP associated with the Category 1. Contract Traffic Engineering Services.

HCI does not request any other or additional services to what work is to be performed or provided by the City under Section 2.5 of the City's RFP.

Communications Approach and Quality Control

It is important to note, our HCI staff is very familiar with the City of Hermosa Beach, as we have been providing contract traffic engineering services for numerous years. We have carefully reviewed the City's RFP, and are providing our knowledge, skill sets, qualifications, and experience related to several of the services being sought (as listed below):

1. Design Engineering Services (Traffic Signal, Signal Interconnect, & ITS Design Plans)

HCI has extensive experience in the development of traffic engineering plans, such as new traffic signal, traffic signal modification, signal interconnect, and ITS as these are among our firm's primary service products. HCI generally begins a traffic design by completing a topographic field-review of the intersection/location. More specifically, HCI staff conducts a field review to verify existing equipment and/or document roadway features including curb, gutter, median alignments, sidewalks, driveways, catch basins, curb returns, bus and bicycle routes, signing and striping. HCI also reviews the project roadways and compare the layout drawings against existing field conditions. Potential conflicts between proposed improvements and underground/overhead utilities (other infrastructure) are investigated.

HCI then prepares a base design plan using AutoCAD for the project location. After incorporating all necessary utility data, a preliminary traffic plan is prepared that takes the existing and modified street and intersection geometries into consideration, along with other factors that may influence the design and/or operation of the system. Each plan includes necessary notes/specifications for applicable equipment removal, and installation.

The majority of our traffic signal design work is designed in conformance with Sections 86 and 87 of the State of California (*Caltrans*) Specifications and Standard Plans, latest edition, and is compliant with the City's most current signal design standards and technical provisions. The traffic plans generally include: General and construction notes, phase diagram, conductor, detector and pole schedules, and any other details necessary for construction. The plans are typically prepared at 20-scale or 40-scale and plotted on 'D' size (24"x36") sheets with standard City title block. HCI usually provides a 60% and 90%-complete progress submittal of the preliminary traffic plans to the City for design review. Comments received during the City's review are incorporated in a timely manner into the final plan submittal.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

1. Design Engineering Services (Traffic Signal, Signal Interconnect, & ITS Design Plans) (cont'd)

HCI also has extensive experience in the development of signing and striping plans, signing/striping modification plans, and traffic control plans. For each of these types of plans, HCI includes applicable technical provisions and engineer's estimates that complement each plan set providing complete PS&E ready for construction bidding on time and within the City's approved schedule. All plans are prepared under our licensed Traffic and Civil Engineers.

It is important to note, all of our staff assigned to serve the City of Hermosa Beach have a thorough knowledge and proficiency in the local agency municipal codes, current State (Caltrans) standard plans and specifications, Highway Design Manual, Highway Capacity Manual, California Manual on Uniform Traffic Control Devices (CA MUTCD), policies and procedures for ADA regulations, traffic signal timing, traffic engineering modeling and methodologies, ITS, Federal/State/County/City funding, traffic standards and methodologies, the State of California Vehicle Code, as well as Metro requirements.

Our team will provide the City with all materials and labor to perform the requested traffic engineering design services and conform to these standards. In addition to our technical expertise, our staff possesses the ability to effectively communicate in oral or written form and have no difficulty speaking before groups. HCI staff will attend City staff, City Council, Planning Commission, and any other extraordinary meetings or events, as needed and requested by City. HCI staff does have the expertise to complete all traffic engineering services as listed in the City's RFP, including working with various agencies such as Caltrans District 7 and Metro.

2. Private Development Plan-Check / Plan-Checking Services

HCI understands that the on-call professional engineering services may involve plan-check services for the consultant to provide services on behalf of the City in accordance with current Traffic Engineering and Traffic Operations principles and design requirements. As requested as part of our contract traffic engineering services, HCI will perform plan checks and reviews in accordance with any applicable City Design Manual, Standard Plans, Technical Provisions, Planning and Design Guidelines for Bicycle Facilities, and Transportation Guidelines, Caltrans Highway Design Manual, CA MUTCD, and the Caltrans Standard Plans and Specifications. As our firm specializes in providing traffic engineering services to local agencies, HCI staff have reviewed and plan-checked countless traffic plans over the past (25) years for numerous cities. Our professional engineering staff has extensive experience in reviewing and analyzing all types of City and developer-related traffic plans. This experience includes assimilating the findings and recommendations into easily understood summations. All of our traffic design and plan reviews are completed under the supervision and control of our traffic and civil engineers who are licensed by the Board of Professional Engineers, Land Surveyors, and Geologists to practice in the State of California.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

2. Private Development Plan-Check / Plan-Checking Services (cont'd)

HCI's experience and expertise allows quick and complete site plan review for all types of traffic engineering applications, as well as several civil applications, to determine conformance to traffic, parking, access, street and pavement, subdivision requirements, meetings with developers or contractors to resolve traffic issues, with capability to present findings to City staff, City Council and/or Planning Commission.

Upon request, HCI staff will red-line a plan and/or render and remit a typed plan-check correction/clarification list (2 copies) to the Public Works Department/Engineering Division within (10) working days from notification by the City for a typical development project. HCI's traffic plan review check list is comprised of the following:

- ✓ Date Reviewed
- ✓ Action Required
- ✓ Reviewed by Engineer
- ✓ Project Name & No.
- ✓ Professional Engineer's Approval Signature Block
- ✓ Professional Engineer's Stamp
- ✓ North Arrow
- ✓ Map Scale
- ✓ Street Names
- ✓ General Notes
- ✓ Standard Plans Effective
- ✓ Standard Plan Call-Outs
- ✓ Construction Notes
- ✓ Utilities with Contact Information
- ✓ Right-of-Way
- ✓ Driveways
- ✓ Sidewalk and Curb Pedestrian Ramps
- ✓ Cross-Slope Sections and Profile (if applicable)
- ✓ Dimensions
- ✓ Sawcuts
- ✓ Signing and Striping Design
- ✓ Tapers
- ✓ Turning Templates
- ✓ Sight Distance, Vision Clearance
- ✓ Traffic Signal Design
- ✓ Traffic Signal Coordination
- ✓ Pedestrian Circulation
- ✓ Street Lighting
- ✓ Conditions of Approval

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

2. Private Development Plan-Check / Plan-Checking Services (cont'd)

HCI also has the capability and does practice digital plan review. As this method has been requested more often in order to conserve materials and plan delivery time, HCI staff often receives traffic plans in PDF format for plan-check review. Our designers review each plan and provide comments in using the Adobe Acrobat PDF or Nitro PDF programs. These softwares provide the “commenting” features to provide dated comments on the PDF file in red text, strike-outs, leader arrows, and applicable notes. In this way, the comments may be saved and emailed back and forth from/to the City, in a quick, neat manner.

If the City prefers, HCI also has the capability to more quickly print plans received by the city on full-scale sheets from our full-size plotter, and prepare plan-check comments by hand in red pencil/pen. Upon completion, the sheets are scanned into our network as PDF files using our large-scale color scanner. These files are then emailed to the City/consultant quickly without having to use regular mail or overnight delivery. If requested, our reviews conclude with developing detailed, project-specific Conditions of Approval for the City’s consideration. It is noted that many development-related services such as the review of street improvement or traffic signal plans are project specific and are treated as recoverable project costs. With our internet based tools and 15-person available staff, HCI is very capable of taking on and efficiently managing multiple design/review projects.

Traffic Signal Timing

As mentioned, HCI currently manages the traffic signal systems for (16) local cities on a daily basis. Our experience includes extensive knowledge on each local agency’s signal controllers. As-needed, Mr. Tram Hartzog, with assistance and support provided by Mr. Greg Cabey, will remain available to discuss the City’s existing signal system in regards to controllers and communication to be able for possibly provide traffic signal operations/timing services. HCI staff’s “hands-on” traffic signal timing experience comprises all levels of timing applications. This includes input into signal system controllers manually as well as from the Traffic Signal Management Systems through our licensed system softwares, designing and installing special “custom” traffic signal operational circuitry, and monitoring signal interconnect operations.

HCI typically provides our Traffic Signal Systems Supervisor for the monitoring support on all the City’s on-line traffic signals. More specifically, HCI staff continuously (*daily*) interfaces with all of the signal controllers for our client cities, and manages them via the corresponding Aries or Centrac Traffic Signal Management systems. For example, the Supervisor sets up the *Scheduled Operations* on the Aries or Centrac Traffic Management systems specifically for the City’s systems in order to automatically perform a variety of tasks. Specifically, the Aries/Centrac functions and Specialist’s time spent on these services include performing the following daily sub-tasks:

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

Traffic Signal Timing (cont'd)

1. The *Scheduled Operations* automatically gather and store historical data and real-time information on all the City's traffic signal operations programmed;
2. The data is reviewed daily to verify that all traffic signals are working properly;
3. Any malfunctions logged are reported to the City's designated traffic signal maintenance contractor, for dispatch;
4. The historical data is also analyzed to identify traffic volumes and patterns in order to assist in determining if adjustments to signal timing is necessary;
5. Verify if all timing is programmed correctly in each master and local controller.

HCI staff often assists the City in resolving traffic signal control complaints by speaking by phone/email/in-person with the resident(s)/City personnel on their specific request. HCI staff completes the necessary investigation and makes recommendations to the City on identified traffic signal improvements, such as any new coordinated signal control systems, more efficient signal phasing, equipment upgrade, significant timing adjustments, etc.

HCI staff typically reports all traffic signal problems and malfunctions to the City's traffic signal maintenance contractor within the next business day. HCI staff coordinates all work associated with the City's traffic signal maintenance contractor and also provides verification to the City of their completed work. Upon request, HCI staff may also drive each project arterial during peak-periods in order to verify and fine-tune coordination timing.

The above approach has proven to be a valuable service to all our client cities, as the on-going scheduled signal management has minimized overall time in troubleshooting, repair, and maintenance company efforts by City staff on their citywide traffic signal system. In turn, this controlled signal management service actually saves the City on the amount of time and personnel required to monitor and repair signal related issues.

Our staff continues our on-going excellent relationships with most traffic signal, lighting, and signal maintenance contractors (*and their technicians*), including Siemens ITS, Aegis, and Computer Services Company, as well as with Caltrans and the County of Los Angeles for any shared City/State or City/County intersections.

In regards to Traffic Signal Corridor Coordination Studies, HCI recently completed the OCTA Ball Road Traffic Signal Synchronization Project (TSSP) and the OCTA Kraemer/Glassell/Grand TSSP.

By reviewing our experience above as well as our client reference information, the City of Hermosa Beach should see that HCI has the expertise to service all their traffic signal requests and plan-review needs.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

Software

HCI uses state-of-the-art licensed AutoCAD software, as well as the Microsoft Office suite of programs, Synchro 10, and Adobe & Nitro PDF programs on our office computers. More specifically, our designers use the AutoCAD software for all of our design plan work, which typically include traffic signal plans (new or modification), signing and striping plans, signal interconnect plans, certain civil plans, and report exhibits. All of our staff's computers use the Microsoft Office programs (including Excel, Word, Outlook, & Powerpoint) to complete various reports, memos, specifications, and estimates as part of the requested PS&E design work.

In regards to Simulation/Modeling, our engineers use the Synchro program, as well as the latest Tru-Traffic time-space coordination timing software, for various timing development and evaluations, modeling and simulations. HCI is very familiar with Synchro, which uses the Highway Capacity Manual (HCM) methodology, for corridor timing development (i.e., TSSP projects mentioned above). HCI typically uses Synchro, and/or the ICU methodology as requested, for providing critical intersection calculations to several of our client city agencies on a bi-annual basis for compliance with the region's Congestion Management Program (CMP).

HCI typically gathers peak-hour turning movement counts for the specified intersections, and applies these traffic volumes, number of lanes for each approach leg, and signal timing into the Synchro program to obtain peak-hour intersection level-of-service (LOS) and delay calculations. HCI then reviews the results, determines applicable deficiencies, and provides a recommendations report to the City for improving LOS to acceptable standards, such as additional lanes, protected left-turns, overlap phases, and signal timing.

Other General Engineering Services, including Surveying and NPDES.

Surveying

It is important to note, HCI also has a Licensed Land Surveyor readily available that performs our required survey work. Upon the City of Hermosa Beach's requests for these particular services, HCI will perform map, easement, and legal description checking, and provide required surveying services. As-needed, our Land Surveyor will perform checking of easement documents, lot line adjustments, dedications, vacations, as well as parcel tract maps, in order to assure compliance with applicable provisions of the Subdivision Map Act, City ordinances, and other conditions of approval and requirements.

HCI will perform the first check within the turnaround time of ten (10) working days, which includes reviewing the submittal package for completeness before beginning the check. If submittal is found deficient, the package will be returned to the preparer.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

Other General Engineering Services, including Surveying and NPDES (cont'd)

Upon request by City, HCI will work directly with the preparer for any subsequent checks to be completed within five (5) days or less. HCI is capable to take full charge of this project management process until the approved originals are sent to the City. Additionally, any City-requested surveying work for preservation of existing survey monuments will be performed by our surveyor. This work includes all research of existing City and Los Angeles County Surveyor records. Our survey work will comply with the City's requirements.

NPDES

As we perform contract City Engineer and City Traffic Engineer services for local agencies, HCI is very familiar with and fully understands the importance of following current standards and requirements, such as the Americans with Disabilities Act (ADA), National Pollutant Discharge Elimination System (NPDES), and the Subdivision Map Act. HCI is able to provide NPDES related services to our client cities.

Developer-Led Plan Review

Our HCI staff also has extensive experience in reviewing and analyzing all types of City and developer-led traffic-related plans, as well as assimilating the findings and recommendations into easily understood summations. This includes the following:

- ✓ analysis, review, and comment on traffic and parking impact studies;
- ✓ analysis and comment on traffic and circulation patterns;
- ✓ traffic signal timing plans;
- ✓ construction plans and specifications;
- ✓ review and analysis of private development projects for compliance with applicable local; county, state, and other agency codes, standards, and rules;
- ✓ working with various City departments and other public and private agencies on traffic-related issues;
- ✓ review, analyze, and respond to citizen complaints and public official inquiries, and;
- ✓ attend Traffic Commission, Planning Commission, and City Council meetings, as needed.

HCI staff's overall experience and expertise allows quick and complete site plan review for all types of civil and traffic engineering applications to determine conformance to traffic, parking, access, street and pavement, subdivision requirements, meetings with developers or contractors to resolve traffic issues, with capability to present findings to City staff, City Council and/or Planning Commission. It is noted that many development-related services such as the review of street improvement or traffic signal plans are project specific and are treated as recoverable project costs. Upon request, HCI staff will red-line and/or render and remit a typed plan-check correction/clarification list (2 copies) to the Public Works Department within (10) working days from notification by the City for a typical City or developer-led project.

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK *(cont'd)*

Communications Approach and Quality Control *(cont'd)*

Other General Engineering Services, including Surveying and NPDES *(cont'd)*

As we perform contract City Engineer and City Traffic Engineer services for local agencies, HCI staff is able to provide general engineering services that include:

- ✓ meeting with City staff to review projects, scopes of work, project schedules, cost estimates, and plans & specifications;
- ✓ prepare requests for proposals;
- ✓ review design engineering proposals;
- ✓ review field conditions;
- ✓ prepare sketches, studies, reports, cost estimates;
- ✓ research engineering questions/issues, and come up with solutions;
- ✓ attend meetings as requested;
- ✓ prepare plans, specifications, and cost estimates;
- ✓ prepare project change orders, and;
- ✓ assist with various engineering tasks, as assigned.

Since our client base are primarily municipalities, we have extensive experience working with both City staff and other city consultants in providing the support necessary to ensure that general engineering and traffic services required by the City are met. These associations also afford HCI the opportunity to learn and share new technologies, products and procedures with our client cities.

HCI's Readily Available Staff is Able to Respond Quickly

HCI professional engineering staff are properly registered/licensed to practice in the State of California. Our proposed staff is distinctly ready to serve the City of Hermosa Beach Public Works Department, and is immediately available to perform any of the requested traffic engineering services with minimal supervision (*including any backload of City work*).

A tenet of HCI is our belief that when acting on behalf of the City of Hermosa Beach, we serve as staff associates, or as an extension of City staff, in the well-being of the City. As such, we try our very best to always streamline the required traffic engineering tasks, design and plan review process, and also believe we have a commensurate responsibility to the public for high quality performance of our own services, and quality assurance when reviewing others' plans.

HCI prides itself on timely design phase submittals, complete internal plan-checks of our own designs or other consultants' designs, and consistently providing a quick turn-around for addressing comments. We typically provide 90%, 100%, and final submittals on our designs within 4 - 6 weeks, and rarely have significant comments on our own design plans. Upon review and final approval by the City of the preliminary engineering plans submitted, a final set of the plans, specifications, and construction estimate (PS&E) are typically submitted within a week, including construction item lists with quantity extensions and definitions suitable for bidding. .

3.2.3 PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK (cont'd)

Communications Approach and Quality Control (cont'd)

Quality Control/Quality Assurance (QA/QC)

HCI can control costs by providing accurate and timely invoices through internal control measures. HCI takes pride in always mutually working with the City to quickly address requests and staying in budget. HCI's ability to take a request from the City for a traffic design all the way through completion of construction, including signal timing and operations tasks, ensures greater accuracy, efficiency, and timely results.

HCI employs the following QA/QC procedures that outline the definition of roles, responsibilities, expectations, review requirements, and quality standards of all services, and documents in order to ensure a high standard of work:

a) Service Request or Plan Review:

Our service tasks and submitted documents go through three levels of review prior to response: Initial Peer Review, Project Manager Review, and QA/QC Review. This three-tiered review allows for error mitigation on three separated levels of detail: ground level (signal management check, drafting, calculations, and document formatting), project management level (signal management decision, design and project intent compliance) and quality assurance level (signal management confirmation, completeness of document and ensure "biddable" or "implementable" plans). Our service tasks and plan checks look at the (5) C's: consistent, correct, clear, constructible, and complete.

b) Communication:

HCI will stay in constant communication with the City to ensure we understand the service request and have all necessary milestones in place and that we meet those milestones. As previous clients can attest to, our team will allocate as many staff or support staff to the project to ensure the schedule is maintained and that you are satisfied with the delivery of your project. We make a point to accommodate our client's needs, and we guarantee satisfaction with our ability to deliver. By making ourselves consistently available to the City, we avoid delays and any defects to the final PS&E or any signal services that could occur as a result of miscommunication or misunderstanding.

c) Scheduling:

For the remote possibility there is a delay, the project team will develop strategies to bring the project back on track using all necessary means at no additional cost to the City. Above all else, clear communication will be the critical item in bringing any schedule slippage back on track. Our staff will actively communicate with all affected parties to reschedule or reallocate resources in an effort to expedite all necessary items. Tasks can be reorganized to allow for staggering of work items.

3.2.4 EXPERIENCE AND QUALIFICATIONS

Summary of Relevant Projects

HCI has extensive experience in the development of traffic engineering plans, such as traffic signal installation design and signal interconnect design, as these are among our firm's primary service products. The HCI project team have completed the following signal design plans:

- **City of Stanton** – Two signal designs completed in 2017: One new traffic signal design that was recently constructed at the intersection of Western Avenue and Thunderbird Lane/Stanton Central Park involving UPRR. The other is a recently-completed signal modification design for the intersection of Dale Avenue and Chanticleer Road, which has an existing flashing beacon replaced with a full traffic signal (City will proceed soon). City contact is Mr. Allan Rigg, PE, Public Works Director/City Engineer, 7800 Katella Avenue, Stanton, CA 90680, Ph: (714) 890-4203.
- **City of Tustin** – Five (5) traffic signal modification design plans that included replacement of vehicle detection systems along Red Hill Avenue (2017). The Red Hill Avenue intersections are Carnegie Avenue, Warner Avenue, Valencia Avenue, Industrial Way, and Edinger Avenue. Agency contact information can be found under our following Public Agency References section (see next page).
- **City of Bellflower** – This Bellflower Boulevard Widening Improvements project involves Caltrans and includes an equipment removal plan, along with three signal modification designs, signing & striping design, lighting design, and traffic control plan preparation along Bellflower Blvd, between Artesia Boulevard and SR-91 WB Ramps (2017-18). Agency contact information can be found under our following Public Agency References section (see next page).
- **City of Bellflower** – This Local Transit Transfer Station project is located on the northeast corner of Oak Street and Bellflower Blvd and includes the design of new parking lot decorative lighting (2017).
- **City of Bellflower** – This Downtown Pedestrian Enhancements project includes one new signal design, two signal installation designs, and two RRFB designs along Bellflower Blvd, between Walnut Street to Flora Vista Street (2016).
- **City of Irvine** - Two traffic signal installation design plans on Yale Avenue (2016).
- **City of Tustin** – Several new traffic signal designs, signal installation designs, signal interconnect, and signing & striping plans in the City's developing Legacy area, including Armstrong Avenue at Carnegie Avenue, Armstrong Avenue at Park Avenue, and Barranca Parkway at Aston Street (2013-2018).

HCI also has extensive experience in the preparation of surveys, studies, and investigations. Our HCI project team has completed the following reports:

- **City of Laguna Niguel** – E&T Speed Limit Survey (46 segments). Completed in July 2017.
- **Coto de Caza** – E&T Speed Limit Survey. Completed in Jan. 2017.
- **City of Cerritos** – Signal warrant analysis for the intersection of 183rd Street and Stowers Avenue (Cerritos Elementary School). Completed in Dec. 2016.
- **City of Cerritos** – Marked Crosswalk Analysis for 195th Street, west of Studebaker Road (Liberty Park). Completed in Dec. 2016.
- **City of Hermosa Beach** – E&T Speed Limit Survey. Completed in Aug. 2016.
- **City of Cerritos** – Left-Turn Phasing warrant analysis for the intersection of Carmenita Road and Jewel Drive (shared with La Palma). Completed Feb. 2016.
- **City of Bellflower** – E&T Speed Limit Survey. Completed in Jan. 2016.
- **City of Tustin** – Traffic Operations analysis (LOS/Queueing) for dual right-turn lanes on Newport Avenue at Del Amo Avenue/SR-55 NB Ramp. July 2015.

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

References

We have provided a listing of (7) relevant City references where HCI continues our on-call traffic engineering and signal design services for the City of Hermosa Beach's review/verification of our experience. All services are considered on-call/on-going traffic engineering services with all assigned projects completed as requested and on schedule.

1. **City of Bellflower** - City Engineer & City Traffic Engineer Contract Services,
Mr. Len Gorecki, Public Works Director, lgorecki@bellflower.org (562) 804-1424 (since 2000)
Project Manager and Principal in Charge – Mr. Gerald J. Stock, PE, TE
2. **City of Cypress** - City Traffic Engineering & Signal Operations Services,
Mr. Kamran Dadbeh, City Engineer, kdadbeh@cypressca.org (714) 229-6756 (since 1994)
Project Manager and Principal in Charge of Signals – Mr. Trammell Hartzog
3. **City of Indian Wells** - On-Call Traffic Engineering Services,
Mr. Ken Seumalo, Public Works Director, kseumalo@indianwells.com (760) 776-0237 (since 2015)
As-Needed Professional Engineering Services – Mr. Scott Ma, PE, TE
On-Call Traffic Signal Operations Support Services – Mr. Trammell Hartzog
4. **City of Laguna Hills** - City Traffic Engineering & Signal Operations Services (949) 707-2655
Mr. Ken Rosenfield, PE, Director of Public Services, krosenfield@ci.laguna-hills.ca.us
As-Needed Professional Engineering Services (since 2000)
Project Manager and Principal in Charge of TE Services – Mr. Gerald J. Stock, PE, TE
On-Call Traffic Signal Operations Support Services
Project Manager and Principal in Charge of Signals – Mr. Trammell Hartzog
5. **City of Lake Forest** – City Traffic Signal Management Services, (949) 461-3480
Mr. Thomas E. Wheeler, P.E., Director of Public Works, twheeler@lakeforestca.gov
As-Needed Professional Engineering Services (since 2014)
Project Manager in Charge of Traffic Engineering Services – Mr. Doug Anderson
Traffic Signal Monitoring, Signal Coordination Master Plan & Citywide Count Program
Project Manager in Charge of Signals – Mr. Trammell Hartzog
6. **City of Tustin** - City Traffic Engineering & Signal Operations Services, (714) 573-3263
Mr. Ken Nishikawa, Deputy Director of Public Works, KNishikawa@tustinca.org
As-Needed Professional Engineering Services (since 1994)
Project Manager in Charge of Traffic Engineering Services – Mr. Doug Anderson
Traffic Signal Operations Support Services / Signal Monitoring
Project Manager and Principal in Charge of Signals – Mr. Trammell Hartzog
On-Call Traffic Signal, Signing & Striping, & Traffic Control Plan-Checking Services
Project Manager in Charge of Plan-Checking Services – Mr. Gerald J. Stock, PE, TE
7. **City of Yorba Linda** - On-Call City Traffic Engineering Services, (714) 961-7170
Mr. Tony Wang, Traffic Engineering Manager, twang@yorba-linda.org (since 1994)
Project Manager and Principal in Charge of Signals – Mr. Trammell Hartzog

3.2.4 EXPERIENCE AND QUALIFICATIONS *(continued)*

References *(cont'd)*

In addition to our experience in the preparation of plans, specifications and estimates (PS&E) for traffic signal and interconnect systems, HCI also has extensive signal timing development experience. While we have done such work for numerous Southern California cities, we have provided a quick summary of our client cities where we perform on-going traffic signal management services below.

City of Aliso Viejo (Econolite-Aries)

- 49 Intersection System
Contact: Mr. Shaun Pelletier, City Engineer/Director of Public Works
(949) 425-2533 spelletier@cityofalisoviejo.com

City of Cerritos (Econolite-Aries)

- 76 Intersection System
Contact: Mr. Kanna Vancheswaran, PE, City Engineer
(562) 916-1219 kvancheswaran@cerritos.us

City of Cypress (Econolite-Aries)

- 67 Intersection System
Contact: Mr. Kamran Dadbeh, City Engineer
(714) 229-6756 kdadbeh@cypressca.org

City of La Palma (Econolite-Aries)

- 16 Intersection System
Contact: Mr. Larry Baldwin, Engineering Technician
(714) 690-3325 LarryB@cityoflapalma.org

City of Laguna Hills (Econolite-Centracs)

- 48 Intersection System
Contact: Mr. Ken Rosenfield, PE, Director of Public Services
(949) 707-2655 krosenfield@ci.laguna-hills.ca.us

City of Moorpark (Econolite-Aries)

- 17 Intersection System with
Contact: Mr. Ashraf Rostom, Public Works Superintendent
(805) 517-6285 ARostom@MoorparkCA.gov

City of San Juan Capistrano (Econolite-Aries)

- 42 Intersection System
Contact: Mr. George Alvarez, PE, City Engineer
(949) 443-6356 GAlvarez@sanjuancapistrano.org

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

References (cont'd)

City of Tustin (Econolite-Aries)

- 118 Intersection System

Contact: Mr. Doug Stack, PE, Director of Public Works/City Engineer
(714) 573-3163 DStack@tustinca.org

City of Yorba Linda (Econolite-Aries)

- 59 Intersection System

Contact: Mr. Tony Wang, PE, Traffic Engineering Manager
(714) 961-7170 twang@yorba-linda.org

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

Experience and Qualifications of Key Personnel

Mr. Scott Ma, PE, TE – Senior Engineer (Part-time Contract Traffic Engineer)

Mr. Ma is a senior engineer with HCI that is currently providing part-time contract City Traffic Engineer services to the City of Hermosa Beach. Mr. Ma is a licensed Civil and Traffic Engineer registered in the State of California and brings over (19) years of engineering experience. Mr. Ma's experience includes reviewing and conducting a variety of traffic studies including but not limited to, warrant analyses, preparing and reviewing traffic impact analyses reports and recommendations, responding to community requests such as crosswalks, traffic signals, stop signs, parking matters, and also performing project management that includes the final design preparation and submittal of project plans, specifications, and estimates (PS&E). His experience also includes overseeing numerous aspects of our client cities' consulting service requirements in regards to review of traffic-related requests, analyses and operational studies, permits, and other daily duties requested.

Mr. Gerald J. Stock, PE, TE, HCI Executive Vice-President, Principal Engineer

Mr. Jerry Stock is a registered professional Civil and Traffic Engineer with more than (25) years of municipal engineering experience. If selected, Mr. Stock will serve as the Principal-In-Charge of the agreement with the City of Hermosa Beach for any requested traffic engineering and plan-check services. As you may know, Mr. Stock presently serves the adjacent City of Bellflower as contract City Engineer and City Traffic Engineer since November 2000. Moreover, prior to Bellflower he also served the City of Norwalk as City Engineer as a member of City staff. It should be mentioned, Mr. Stock is responsible for completing all our Engineering and Traffic (E&T) Survey for Speed Limits for numerous local Southern California agencies.

Additionally, Mr. Stock currently provides As-Needed Professional Traffic Engineering Services to the City of Laguna Hills. As such, he has first-hand experience with the day-to-day challenges in other city agencies that provide opportunities for the development of solutions to a variety of traffic and transportation-related issues. Mr. Stock assists the City of Bellflower with review of traffic impact analysis reports, as well as the preparation of such traffic reports and PS&E for development projects in the City. In recent years, Mr. Stock developed a prioritized inventory of traffic signal improvements as part of the development of the City of Bellflower's Capital Improvement Program (CIP). The results were used for the successful application of Federal Hazard Elimination Safety (HES) funds [now HSIP funding] to construct two (2) signal upgrades.

Mr. Trammell Hartzog, HCI President, Principal

Our company president, Mr. Hartzog, will remain available to assist the City of Hermosa Beach on any traffic signal related services – design and timing. As a firm principal, he will ensure that communication between the City of Hermosa Beach and HCI occurs at regular intervals. With over (40) years of experience, he is a recognized expert in the area of traffic signal design and operations, as he has timed numerous traffic signals and presently provides traffic signal operations management services to (16) Southern California cities, including Hermosa Beach.

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

Experience and Qualifications of Key Personnel (cont'd)

Mr. Bernie Dennis, TE, Senior Engineer (Municipal Services)

Mr. Dennis is a registered Traffic Engineer with over 50 years experience in traffic and transportation engineering services, including planning and conducting of studies and reports associated with all aspects of traffic operations, traffic safety issues, and neighborhood preservation; public and private parking facility utilization; design and operation; transportation planning that includes focused traffic studies; environmental impact report development and analysis; site plan review and circulation analysis; intelligent highway systems; grant development and application; and, upon request, presentations to City Council, Planning Commission, Traffic Commission or other community groups and organizations. As a Senior Engineer for HCI over the past 20 years, Mr. Dennis has been Consulting Traffic Engineer for the Cities of Yorba Linda, Rancho Santa Margarita, and Menifee, as well as provided a variety of traffic, transportation and planning services to several of HCI's clients. Mr. Bernie Dennis is available on a part-time basis to serve the City of Hermosa Beach, as needed.

Mr. Michael A. Vallado – Associate Engineer

Mr. Vallado provides assistance to Mr. Hartzog, Mr. Stock, and Mr. Ma in the area of preparation of traffic signal and left-turn phasing warrant analysis reports, traffic signal operations (LOS) and queuing analyses, Stop sign analyses, and related project specifications. Mr. Vallado brings over (20) years of experience specifically related to traffic-engineering and signal design. Five of these years were devoted to running the City of Glendora's Traffic Engineering section, while the past (15) years have been with HCI. His primary responsibilities with HCI include preparing signal analysis reports/recommendations, warrant analyses and evaluations, project specifications, and final review/preparation of plans, specifications, and estimates to our client cities.

Mr. Greg Cabey - Traffic Signal Systems Supervisor

Mr. Cabey brings over (26) years of traffic signal experience to the HCI team, and will be involved in certain aspects of requested traffic signal timing and operations tasks. Prior to HCI, Mr. Cabey was a Lead Technician for Peek Traffic for over (12) years. It should be noted that Mr. Cabey spent much of his time at Peek Traffic within the nearby area, as this was one of several areas assigned to him. This experience has allowed him to retain in-depth knowledge on the types of controllers in the area's traffic signal system. His extensive field experience and familiarity with signal systems and timing will aid in the complete success of any requested traffic signal and signal timing related services.

Mr. David Martorano - Senior Designer

Mr. Martorano also provides assistance in the area of traffic engineering design, as well as be available to conduct field-reviews for traffic signal equipment and signing/striping-related tasks. Mr. Martorano brings over (24) years of experience specifically related to traffic engineering design. His responsibilities with HCI include project research and full AutoCAD design on all traffic-related projects, including traffic signal, interconnect, signing and striping, and traffic control plans.

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

Experience and Qualifications of Key Personnel (cont'd)

Names and Qualifications of Sub-Consultants

National Data & Surveying Services (NDS)

As mentioned, HCI anticipates using NDS, headquartered in Los Angeles, as our sub-consultant for obtaining traffic count data collection. Typically, HCI works with NDS to collect any required vehicular traffic and pedestrian data as part of City-requested surveys, studies, and investigations. Founded in 1989, NDS was established to deliver accurate and professional solutions to their client's traffic, transit and GIS/GPS data collection needs. NDS has over (28) years of successful operations, and an outstanding team of (100) professional full time employees that have established them as the foremost, full service traffic and transit data collection company on the west coast. NDS is certified as a SBE by the State of California. HCI has successfully partnered with NDS on numerous data collection projects over the last (15) years, realizing their competitive pricing on their efficient data collection. Projects that HCI has completed with NDS include data collection for numerous stop sign warrant analyses, traffic signal warrants analyses, left-turn phasing/delay warrant studies, citywide E&T speed limit surveys, citywide ADT flow maps, truck classification counts for TI calculations, traffic signal timing development (free & coordinated timing), Synchro Level-of-Service (LOS) operational/queuing analyses, crosswalk analyses, video surveillance, and parking studies. Upon request by the City, HCI will work with NDS to conduct count data collection specific for each task.

Bess Testlab, Inc.

As part of certain City-approved preliminary design work, HCI will use a certified potholing company, Bess TestLab, Inc. (Bess) as our sub-consultant. We realize that certain traffic signal pole foundations are larger diameter and deeper per the latest State standards, and the contractor may have issues with conflicting underground utilities when digging the foundations. Therefore, as completion of certain preliminary designs, HCI and Bess will identify the actual locations in the field for the proposed larger-size signal pole foundations in the field. Bess will then complete the number of City-approved potholes at the project location.

This potholing task is becoming more necessary in order to verify that equipment such as new traffic signal pole foundations being designed are accommodated in the sidewalk area, and prevent having to relocate pole placement during construction, or worst-case, prevent having to re-order new traffic signal poles during construction causing delay and extra costs. Bess uses special equipment, skilled personnel, certified safety-sensitive hazmat-trained technicians and supplies required to perform designation and utility location services using dust-controlled, soil-monitored VOC (volatile organic compounds) sensed, soil extraction methods. HCI has successfully partnered with Bess (as Saf-r-Dig before the company shut down) for potholing tasks on several design projects over the last five years, including for the Cities of Bellflower and Indio.

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

Experience and Qualifications of Key Personnel (cont'd)

Names and Qualifications of Sub-Consultants (cont'd)

RJM Design Group, Inc.

If requested, HCI will sub-consult with RJM Design Group, Inc. (RJM) for certain landscape design tasks. Our Principal, Mr. Jerry Stock, PE, TE, has successfully worked with RJM on various projects in past years, and they are included in our qualifications at the City's option.

Established in 1987, RJM is a multi-disciplinary landscape architectural, planning and design firm serving the needs to cities, including the City of Hermosa Beach, throughout California. RJM is located in nearby San Juan Capistrano and have a firm size of 19 personnel.

RJM's Principal and Project Manager, Mr. Eric Chastain, PLA, LEED AP (BD+C) is a principal landscape architect. Mr. Chastain is experienced in all phases of the design process from program development and site analysis, to conceptual design, construction documentation and construction observation.

RJM's Project Landscape Architect, Mr. Andrew Steen, PLA, is a licensed landscape architect and certified arborist. Mr. Steen is experienced in landscape materials, construction, and detailing. With over 15 years experience in the parks and recreation industry, Mr. Steen has served as Project Manager on several park design projects, and has a unique way of blending older techniques with modern design ideas.

3.2.4 EXPERIENCE AND QUALIFICATIONS (continued)

Assignment of Key Personnel

HCI understands it is the City's intent to have the key personnel identified in the Organizational Chart remain with the project during the term of the agreement. If selected, HCI does confirm that Mr. Scott Ma, PE, TE, is available and will remain as the contract traffic engineer for the agreement term. As well, our other personnel will remain available for the duration of the agreement. There are no other backlogs of work that will prevent pursuing completion of our proposed services.

3.2.5 REQUIRED FORMS

Certification of Proposal

Please see Appendix for signed form.

Non-Collusion Affidavit

Please see Appendix for signed form.

Compliance with Insurance Requirements

Please see Appendix for signed form.

HCI recognizes that the required insurance coverage is a prerequisite for entering into a new agreement with the City of Hermosa Beach. As mentioned, HCI is providing current traffic engineering services to the City of Hermosa Beach and does have the required insurance coverage. In addition, HCI acknowledges that we will have the required insurance coverage stated upon signing a new agreement. A copy of our current insurance certificate is attached for the City's review.

Acknowledgment of Professional Services Agreement

Please see Appendix for signed form.

There are no exceptions taken to the agreement.

3.2.6 COST PROPOSAL

HCI has provided our proposed hourly rate schedule for the City's consideration in the attached Appendix. HCI understands that the fee schedule is not a bid, but will be used for a cost comparison and fee negotiating purposes. HCI confirms that it will maintain these hourly rates during the two (2) year duration of a new contract with the City of Hermosa Beach.

HCI respectfully proposes a monthly retainer fee of **\$7,150.00**, which is based upon fifteen (15) hours per week x 52 weeks per year / divided by 12 months, for Mr. Scott Ma, PE, TE, to serve the Hermosa Beach City Hall Engineering Division at a rate of **\$110.00 per hour**, which is reduced from our current hourly rate of \$150.00 for Mr. Ma's services (see hourly rate schedule).

All our other hourly rates also remain the same as our current rates (see hourly rate schedule).

HCI will provide all required personnel, materials, and equipment necessary to provide the services, as well as prepare separate invoices for each specific project authorized by the City. The basis of compensation shall be for actual time performing said duties and tasks at the rates specified. HCI understands that we are required to pay prevailing wages. All other costs such as, but not limited to, use of company vehicle; lodging; per diem; internal reproductions; telephone, telecommunications, or network costs are considered to be included in the hourly rates or in the Not-to-Exceed cost for an individual project, and not subject to reimbursement.

REQUIRED FORMS



6.3 Required Forms

6.3.1 Certification of Proposal

RFP #: 19-04

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: N/A

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

Gerald J. Stock
Executive VP / Secretary

6.3.2 Non-Collusion AffidavitRFP #: 19-04

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Gerald J. Stock, Executive V.P. / Secretary6.3.3 Compliance with Insurance RequirementsRFP #: 19-04

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.



2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Gerald J. Stock

Printed Name and Title:

Gerald J. Stock, Executive V.P. / Secretary

6.3.4 Acknowledgement of Professional Services Agreement

RFP #: 19-04

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

None taken.

Signature of Authorized Representative:

Gerald J. Stock

Printed Name and Title:

Gerald J. Stock, Executive V.P. / Secretary

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates DRA License 0020739 P. O. Box 10550 Santa Ana CA 92711-0550	CONTACT NAME:	
	PHONE (A/C, No, Ext): 714-427-6810	FAX (A/C, No): 714-427-6818
INSURED Hartzog & Crabill, Inc. 17852 E. 17th Street, Suite 101 Tustin CA 92780	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: American Automobile Ins. Co.	
	INSURER B: XL Specialty Insurance Co.	
	INSURER C: Associated Indemnity Corp.	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1682578475**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual ☐ Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:			AZC80922930	8/18/2018	8/18/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			AZC80922930	8/18/2018	8/18/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			AZC80922930	8/18/2018	8/18/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A		SCW0043101801	8/18/2018	8/18/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Claims Made			DPR9930596	8/18/2018	8/18/2019	Per Claim \$2,000,000 Annual Aggr. \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability policy excludes claims arising out of the performance of professional services.

Excess Liability coverage excludes Professional Liability.

Umbrella policy is a follow-form to underlying General Liability/Auto Liability/Employers Liability.

CERTIFICATE HOLDER**CANCELLATION** 30 Day NOC/10 Day for NonPay of Prem

For Proposal Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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RESUMES

Scott Q. Ma, PE, TE

Senior Engineer

Years of Experience: 18

Education:

2002 BSCE, Civil Engineering,
University of California, Berkeley

Professional Registrations & Certifications:

Registered Civil Engineer–California
No. 70812

Registered Traffic Engineer–California
No. 2519

Professional Affiliations:

Institute of Transportation Engineers

RESUME

Mr. Scott Ma is a Senior Engineer with the traffic engineering consulting firm of Hartzog & Crabill, Inc (HCI). Mr. Ma is registered Civil and Traffic Engineer with the State of California, and has over (18) years of engineering experience.

Mr. Ma's responsibilities with HCI include preparing traffic analyses, traffic signal warrant studies, multiway stop warrant studies, parking studies, traffic index (TI) calculation, project management, and preparation of civil engineering construction plans, specifications and estimates (PS&E), including signing and striping plans. Mr. Ma is currently serving the City of Hermosa Beach as contract City Traffic Engineer, and previously served as consulting Traffic Engineer for over six years for the City of South Gate.

Prior Experience:

P&D Consultants / DMJM Harris / AECOM

2004-2008

Transportation Engineer

- Prepared Traffic Impact Studies
 - o Forecasted traffic volumes and project trip generation, distribution and assignment
 - o Calculated Level of Services (LOS)
 - o Identified significant adverse impacts based on City's or County's threshold of significances
 - o Recommended mitigation measures for significant adverse impacts
 - o Conducted traffic signal warrant analyses
 - o Analyzed site specific traffic issues such as on-site parking, sight distances, queuing analyses, gap analyses, truck turning analyses, parking structure operations, and neighborhood impacts
- Prepared Parking Studies
 - o Forecasted parking demand based on the shared parking methodology, Institute of Transportation Engineers (ITE) parking rates, City parking codes, and parking counts
 - o Analyzed parking demand versus parking supply
- Conducted Civil Engineering work
 - o Prepared demolition, paving, grading, street improvements, and signage and striping plans
 - o Calculated structural pavement thicknesses
 - o Designed vertical and horizontal curves
 - o Conducted truck turning analyses
 - o Prepared construction cost estimates

City of Oakland, CA – Transportation Services Department **2001-2002**

Engineering Intern, Part Time

- Designed speed bumps/humps
- Evaluated speed bumps/humps requests by residents
- Evaluated Stop sign requests by residents
- Conducted speed zone surveys
- Conducted peak-hour time/speed trial runs on major arterials



Gerald J. Stock, PE, TE Executive Vice-President

RESUME

Years of Experience: 25

Education:

1989 BSCE, Civil Engineering,
University of Colorado, Denver

1978 BS, Geology,
California State University, Long Beach

Professional Registrations & Certifications:

Registered Civil Engineer–California
No. 52822

Registered Traffic Engineer–California
No. 2049

Chi Epsilon – 1989

Professional Affiliations:

American Public Works Association
American Society of Civil Engineers

Mr. Stock is Executive Vice President with the consulting firm of Hartzog & Crabill, Inc. (HCI) in charge of city and traffic engineering services. He provides consulting to public agencies from both a technical and organizational perspective. Mr. Stock's background includes a broad array of municipal projects from project conception through completion. He has directed city staffs in both long-term capital project planning as well as the day-to-day activities associated with managing a municipal engineering department.

Mr. Stock's experience includes over (25) years of project management, capital improvement planning, design, and contract administration. He is well-versed in both the technical and the political challenges of municipal engineering activities.

Mr. Stock has recently completed Engineering and Traffic surveys for the Cities of San Juan Capistrano, South Gate, Indian Wells, Laguna Niguel, and San Gabriel, and in prior years in Bellflower, Hermosa Beach, Laguna Hills, Monrovia, Monterey Park, Moorpark, Villa Park, and Yucaipa. In every case, the project was completed on time and on budget.

Administration:

Since 2000, Mr. Stock has served the City of Bellflower as contract City Engineer and City Traffic Engineer. Mr. Stock also serves the City of Hermosa Beach as on-call Traffic Engineer. Prior to joining HCI, Mr. Stock was employed by the City of Norwalk as their in-house City Engineer. Mr. Stock represents the Engineering/Public Works Department before the Public Safety and Planning Commissions, as well as the City Council for his client cities.

Mr. Stock has directed City staffs and consultants regarding the administration of client city's Congestion Management Program, NPDES activities, grant applications and grant administration, underground utility districts, and pipeline/utility franchises.

Transportation:

In recent years, Mr. Stock assisted the City of La Palma with the preparation of traffic circulation study at Walker Jr. High School, and completed a school signal warrants analysis near the high school, as well as left-turn phasing analyses on La Palma Avenue at the intersections with Moody Street and Walker Street.

Mr. Stock prepared intersection widening plans in the City of Laguna Hills, as well as completed the Engineering and Traffic Surveys for Speed Limits in the Cities of Laguna Hills, Laguna Niguel, San Juan Capistrano, and Yorba Linda.

The City of Bellflower selected Mr. Stock to represent the City on the technical advisory committee (TAC) of the SR-91/I-605 Needs Assessment Major Corridor Study. As vice-chair of the TAC, Mr. Stock's role is to ensure that the City's interests are protected during the planning and development of major improvements along the SR-91 and I-605 Freeways in Bellflower.



Mr. Stock has developed and fostered positive working relationships with Caltrans, Los Angeles County Department of Public Works, Los Angeles Metropolitan Transportation Authority, South Coast Air Quality Management District, and also local law enforcement.

Design and Contract Administration:

Mr. Stock has directed the design and construction management of several roadway, landscape, and traffic signal improvement projects in the Cities of Bellflower and Norwalk. Mr. Stock's most recent design assignments in the City of Bellflower include being the registered civil engineer responsible for the design of the Library Garden, Friendship Square, Artesia Boulevard Landscape Median, Pacific Electric Depot Restoration, MPOWER Parking Lot, and Riverview Park projects.

Planning:

With respect to planning activities, Mr. Stock is currently under contract with the City of Bellflower for the review and approval of subdivision maps. Mr. Stock is responsible for the review and approval of new and redevelopment site plans and for establishing conditions of approval. The review and approval of street improvement, storm drain, sewer, traffic signal, and drainage plans collectively fall under Mr. Stock's direction.

Trammell Hartzog President

RESUME

Years of Experience: 40

Education:

Associate of Arts - Mechanical Drafting,
Fullerton College, California, 1965

Traffic Signal Circuitry I & II,
Belmont Adult School, Los Angeles,
California, 1971

Computer Programming Courses,
Saddleback College, Mission Viejo,
California, 1984

Professional Affiliations:

Member, Orange County Traffic
Engineering Council (OCTEC)

Orange County Transportation
Commission Round Table

Traffic Signal Association (TSA),
Los Angeles, Orange, Riverside, and San
Bernardino Counties

With over 40 years of experience, Mr. Hartzog is a recognized expert in Traffic Signal Operations and in the design preparation of construction plans, specifications, and cost estimates of traffic signal systems. He has been retained by numerous cities to prepare plans for individual intersections, systems of signalized intersections, and also to be responsible for the operation of those signals citywide.

His recent responsibilities in this regard involve the Cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita. In these communities, his services were retained to develop Master Plan System coordination timing plans for (8) arterial roadways consisting of (101) signalized intersections. His assignments have also included implementation of a 120-intersection traffic signal management system for the City of Tustin.

His areas of expertise are signal design and signal operations, including the development, implementation, and calibration of coordination timing. Other areas of expertise include the design of signal interconnect, signing and striping plans, which also include the preparation of applicable project plans, specifications, and estimates.

RELEVANT EXPERIENCE:

Traffic Signal Operations Management (15 Cities, CA) On-Going -

Mr. Hartzog provides traffic signal timing and operation services for the Cities of Aliso Viejo, Cerritos, Cypress, La Palma, Laguna Hills, Laguna Niguel, Lake Elsinore, Lake Forest, Mission Viejo, Moorpark, Rancho Santa Margarita, San Juan Capistrano, Stanton, Tustin, and Yorba Linda. These computerized services include daily reviewing/comparison of timing to verify if all traffic signals are in good working order. Any malfunctions logged are immediately reported to the City's designated agency or traffic signal maintenance contractor for dispatch. Historical data is also analyzed to identify traffic volumes and patterns to assist in determining if an adjustment to signal timing is necessary. Mr. Hartzog also verifies if timing is programmed correctly in each master and controller. This on-going monitoring and maintenance of signal timing for these city agencies combine for a total over (600) signalized intersections.

Oso Parkway/Pacific Park Drive Traffic Signal Synchronization Project (OCTA, Various Orange County Agencies) 2008 – This demonstration project was completed jointly between RBF Consulting, Inc. and HCI, and involved coordinating (34) intersections on (1) arterial within Cities from Aliso Viejo to Rancho Santa Margarita. The timing was developed by RBF and reviewed/ implemented by HCI (*assisted local agency w/implementation*). HCI implemented all timing through both field-implementation and the central traffic signal system. HCI also fine-tuned the system and continued on-call for (9) months. Mr. Hartzog was responsible for the oversight and execution of this project.



Timing of Arterial Grid Network (Laguna Niguel, CA) 2006 - This project involved coordinating 45 intersections on 3 arterials, which were Alicia, Moulton/Golden Lantern, and Crown Valley Parkways. The project objective was to improve traffic flow on each of these major roadways through the development, implementation, and calibration of coordination timing at each intersection. The timing for each roadway had to be developed to allow the arterials to cross each other at two separate points while providing smooth progression on each. As Project Manager, Mr. Hartzog was responsible for the oversight and execution of the project.

Antonio Parkway Interconnect Project (Rancho Santa Margarita, CA) 2005 - Mr. Hartzog served as Project Manager for the Antonio Parkway Traffic Signal Interconnect Project from Santa Margarita Parkway south to Tijeras Creek. Working with the City, the project involved eleven intersections, several signal modifications, and the installation of 3.5 miles of twisted-pair signal interconnect cable, updating the City Hall Traffic Management System, and signal coordination timing.

Moulton Parkway Interconnect Project (Laguna Hills, CA) 2005 - Mr. Hartzog served as Project Manager for the Moulton Parkway Traffic Signal Interconnect Project from Nellie Gale north to Laguna Hills Drive and from Ridge Route Drive to Lake Forest Drive. Working with the City of Laguna Hills, the project involved six signal modifications, the installation of one mile of twisted-pair signal interconnect cable, the upgrading of the City Hall Traffic Management System, and signal coordination timing. The objective of this project was to improve traffic flow by improving the signal system, thereby facilitating the coordination of the signals along this arterial.

Santa Margarita Parkway Interconnect Project (Rancho Santa Margarita, CA) 2003 - Mr. Hartzog served as Project Manager for the Santa Margarita Parkway Traffic Signal Interconnect Project from Melinda Road east to Plano Trabuco. Working with the City, the project involved fourteen signal modifications, the installation of 3 miles of twisted-pair signal interconnect cable, signal coordination timing, and the installation of a City Hall Traffic Management System. The objective of this project was to improve traffic flow by improving the signal system, thereby facilitating the coordination of the signals along this arterial.

Timing of Arterial Grid Network (Cypress, CA) 2002 - This project involved coordinating 96 intersections on 10 arterials in the Cities of Buena Park, Cypress, Garden Grove, Los Alamitos, and Stanton. This project also required the coordinating of City signals with Caltrans signals. The project objective was to improve traffic flow on each of these major roadways through the development, implementation, and calibration of coordination timing at each intersection. The timing for each roadway had to be developed to allow the arterials to cross each other at nine separate points while providing smooth progression on each. As Project Manager, Mr. Hartzog was responsible for the oversight/execution of the project.

SCHEDULE OF HOURLY RATES

Schedule of Hourly Rates
(for City of Hermosa Beach)

Classification	Hourly Rates
Expert Witness / Deposition.....	\$285
Litigation Consultation.....	\$255
Two-Person Survey Crew.....	\$255
Litigation Field Evaluation.....	\$230
Principal Consultant.....	\$175
Project Manager.....	\$165
Registered Land Surveyor.....	\$160
Senior Engineer.....(Mr. Scott Ma, PE, TE).....	\$150 \$110
Storm Water Permit Compliance Engineer.....	\$150
Associate Engineer.....	\$145
Construction Manager.....	\$135
Traffic Signal System Supervisor.....	\$135
Mural Artist.....	\$135
Senior Designer.....	\$130
Traffic Signal Systems Specialist.....	\$125
Assistant Engineer.....	\$120
Draftsperson.....	\$100
Technician.....	\$ 85
Word Processor.....	\$ 70
Clerical.....	\$ 55
* Traffic Counts (Cost, plus 10%).....	\$ *

Note: Out of pocket expenses (blueprinting, reproduction, printing and delivery service) will be invoiced at Cost. These other direct costs are included in the not-to-exceed values for the aforementioned scope of services. A 10% fee for administration, coordination and handling will be added to subcontracted services. **This Schedule of Hourly Rates is effective as of July 1, 2019.** Rates may be adjusted after that date to compensate for increases of inflationary trends. Mileage shall be per current IRS rate (rate can be found at the following link: <http://www.irs.gov/newsroom/article/0,,id=232017,00.html>).