CITY OF COSTA MESA
PROFESSIONAL SERVICES AGREEMENT
WITH KIMLEY-HORN AND ASSOCIATES, INC.

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 21st day of January, 2025 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and KIMLEY-HORN AND ASSOCIATES, INC. a North Carolina corporation ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to prepare a Safe Routes to School (SRTS) Action Plan, as more fully described herein; and

B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. No official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in City's Request for Proposals, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement. Consultant's total compensation shall not exceed Five Hundred Forty-One Thousand Seven Hundred Seventy-Four Dollars and Twenty-Six Cents ($541,774.26).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth on page 4 in Exhibit "B," attached hereto and incorporated herein. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, pandemics (excluding COVID-19), material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party (each, a "Force Majeure Event"). If a party experiences a Force Majeure Event, the party shall, within five (5) days of the occurrence of the Force Majeure Event, give written notice to the other party stating the nature of the Force Majeure Event, its anticipated duration and any action being taken to avoid or minimize its effect. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required and the party experiencing the Force Majeure Event shall use best efforts without being obligated to incur any material expenditure to remedy its inability to perform; provided, however, if the suspension of performance continues for sixty (60) days after the date of the occurrence and such failure to perform would constitute a material breach of this Agreement in the absence of such Force Majeure Event, the parties shall meet and discuss in good faith any amendments to this Agreement to permit the other party to exercise its rights under this Agreement. If the parties are not able to agree on such amendments within thirty (30) days and if suspension of performance continues, such other party may terminate this Agreement immediately by written notice to the party experiencing the Force Majeure Event, in which case neither party shall have any liability to the other except for those rights and liabilities that accrued prior to the date of termination.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of twenty-four (24) months, ending on January 20, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by two (2) additional one (1) year periods upon mutual written agreement of both parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent A.M. Best's Rating Guide, and approved by City:

(a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate.

(b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars ($1,000,000.00) combined single limit per accident for bodily injury and property damage.

(c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

(d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence and aggregate. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

(a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."

(b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."

(c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."

(d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.

(e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:	IF TO CITY:
Kimley-Horn & Associates, Inc.	City of Costa Mesa
1100 W. Town & Country Rd, #700	77 Fair Drive
Orange, CA 92868	Costa Mesa, CA 92626
Tel: (213) 261-4039	Tel: (714) 754-5275
Attn: Darryl DePencier	Attn: Brett Atencio Thomas

Courtesy copy to:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Attn: Finance Dept. | Purchasing

6.5. Drug-Free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "D" and incorporated herein. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. If litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees to the extent arising out of the negligent performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11 Conflicts with Independent Contractor. Contractor/consultant's duties and services under this Agreement shall not include preparing or assisting the public entity with any portion of the public entity's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering into this Agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this Agreement.

6.12. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.13. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render

any reasonable assistance and cooperation which City might require.

6.14. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.15. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920.000 *et seq*.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.16. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq*.) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.17. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.18. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.19. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.20. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.21. Binding Effect. This Agreement binds and benefits the parties and their respective permitted successors and assigns.

6.22. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.23. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.24. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.25. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.26. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.27. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding,

then both parties agree to substitute such provision(s) through good faith negotiations.

6.28. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.29. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT

_____ Date: _____
Signature

_____
Darryl DePencier, AICP, GISP, RSP
Project Manager

CITY OF COSTA MESA

_____ Date: _____
Lori Ann Farrell Harrison
City Manager

ATTEST:

_____
Brenda Green
City Clerk

APPROVED AS TO FORM:

_____ Date: _____
Kimberly Hall Barlow
City Attorney

APPROVED AS TO INSURANCE:

_____ Date: _____
Ruth Wang
Risk Management

APPROVED AS TO CONTENT:

_____ Date: _____
Brett Atencio Thomas
Project Manager

DEPARTMENTAL APPROVAL:

_____ Date: _____
Raja Sethuraman
Public Works Director

APPROVED AS TO PURCHASING:

_____ Date: _____
Carol Molina
Finance Director

EXHIBIT A

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

FOR

DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN
RFP NO. 24-14

Costa Mesa

PUBLIC WORKS DEPARTMENT

CITY OF COSTA MESA

Released on June 18, 2024

REQUEST FOR PROPOSALS
FOR
DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN

The City of Costa Mesa (hereinafter referred to as the "City") is requesting Proposals from qualified consultants to develop a Safe Routes to School Action Plan for 19 schools within the City of Costa Mesa including e-bike safety and training on bicycle safety, riding, and maintenance for the Public Works Department. The awarded Contractor, (hereinafter referred to as "Contractor") shall be in accordance with the Sample Professional Service Agreement, Appendix B. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below, including the Sample Professional Service Agreement and any solicitation appendix/exhibits. The schedule for program development and implementation is anticipated to be 18 months; however, the term is expected to be for 2 years with 2, one-year renewal options. The City reserves the right to award one or more contracts for this service.

I. GENERAL INFORMATION

The City of Costa Mesa is a general law city, which operates under the council/manager form of government with an annual operating budget of over $188 million and a total budget of $234 million for fiscal year 2023-2024.

The City of Costa Mesa, incorporated in 1953, has an estimated population of 115,000 and has a land area of 16.8 square miles. It is located in the northern coastal area of Orange County, California, and is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley and Irvine.

The City is a "full service city" providing a wide range of services. These services include: police and fire protection; animal control; emergency medical aid; building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational and cultural programs.

The City of Costa Mesa is home of the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater and the South Coast Plaza Shopping Center, which is the single largest commercial activity center in the City. The volume of sales generated by South Coast Plaza secures its place as the highest volume regional shopping center in the nation.

The successful Proposer, shall have experience in similar types of services. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost and responsiveness to the needs and concerns of the City of Costa Mesa.

1. **Important Notice:** The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. **Proposers are not to contact other City personnel with any questions or clarifications concerning this Request for Proposal**

(RFP). Any City response relevant to this RFP other than through or approved by City's Purchasing Department is unauthorized and will be considered invalid.

If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued and the information will be posted on PlanetBids. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the City's Purchasing Department. It is the responsibility of each Proposer to periodically check PlanetBids website to ensure that it has received and reviewed any and all addenda to this solicitation. The City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

2. **Schedule of Events:** This Request For Proposals shall be governed by the following schedule:

Release of RFP	**June 18, 2024**
Deadline for Written Questions	**July 8, 2024 at 11:00 a.m.**
Responses to Questions Posted	**July 12, 2024**
Proposals are Due	**July 31, 2024 at 2:00 p.m.**
Interviews (if needed)	**Week of August 26**
Approval of Contract	**TBD**

**All dates are subject to change at the discretion of the City.

3. **Proposer's Minimum Requirements:** Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A, Scope of Services, of this RFP are invited to submit a proposal, provided they meet the following requirements. All requirements must be met at the time of the proposal due date. **If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the City.**

   a) The Proposer shall have five (5) years of current experience in developing a Safe Routes to School Action Plan with at least one city of which is similar in size and complexity as that of the City of Costa Mesa. Experience must be reflective of references provided in the proposal.

   b) The Contractor shall maintain a local office in Southern California with a competent representative who can be reached during normal working hours or emergencies who is authorized to make decisions on matters pertaining to this contract with the City. Office facilities that support daily operations must be within ninety (90) miles of the City.

   c) All Proposers must identify the project manager, and the individual authorized to negotiate the contract on behalf of the consulting firm; and provide an organization chart showing all proposed key project team members and a staffing plan identifying responsibilities of personnel on this project and experience on other recent similar projects.

   The Contractor shall have at least one key member of the proposed project team that is a licensed professional engineer (PE) and at least one key member specializing in Active Transportation.

II. GENERAL INSTRUCTIONS AND PROVISIONS

1. **Proposal Format Guidelines:** Interested entities or contractors are to provide the City of Costa Mesa with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 30 pages in length, not including cover letter, resumes of key people, and cost proposal. Each Proposal will adhere to the following order and content of sections. Refer to **Scope of Services**, **Appendix A** of this RFP. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the proposal. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Proposer's response:

   - **Cover Letter:** A cover letter, not to exceed two pages in length, should summarize key elements of the Proposal. An individual authorized to bind the Contractor must sign the letter. Indicate the address and telephone number of the contractor's office located nearest to Costa Mesa, California, and the office from which the project will be managed. And include proposed working relationship among the offering agency and subcontractors, if applicable.

   - **Project Understanding, Approach & Methodology:** Provide a brief review of the project and any suggestions you might have to expedite the project or special concerns of which the City should be advised. Provide a detailed description of the approach and methodology that will be used to fulfill each requirement listed in the Scope of Services of this RFP. The section should include:

     1. Descibes familiarity of project and demonstrates understanding of work and project objectives moving forward.

     2. Identifies the project's potential issues and response to them.

   - **Qualifications, Organization & Key Staff Experience**: Describe the relative experience, specific qualifications, and technical expertise of the consultant and sub-consultants within the past eight years that are similar in size and scope to demonstrate competence to perform these services. Describe who will manage and work on this project. Identify the Project Manager who will be the key contact with the City. Provide an organization chart showing all proposed project team members (including sub-consultants) and a staffing plan identifying responsibilities of personnel on this project and experience on other recent similar projects. Information should include:

     1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to provide bicycle safety education services.

     2. Proposes adequate and appropriate disciplines of project team.

     3. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.

4. Overall organization of the team is relevant to City of Costa Mesa needs.

5. Team is managed by an individual with appropriate experience in similar project. This person's time is appropriately committed to this project.

6. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

7. Proposer has a system or process for managing cost and budget.

8. At least one key member of the proposed project team to be licensed as a Professional Engineer (PE) and specializing in Active Transportation.

- **Scope of Services to be Provided:** Describe the work tasks you plan to carry out to accomplish this project, and how those will be accomplished. Indicate all key deliverables and products.

    1. Proposed scope of services is appropriate for all phases of the work.

    2. Scope address all known project needs and appears achievable in the timeframes set forth in the project schedule.

    3. Deliverables are appropriate to schedule and addresses all items in the scope set forth in the above requirements.

- **Experience and Record of Success on Similar Projects:** Provide a listing of similar projects that your firm has completed within the last eight years.

    1. Proposer has completed similar types of projects and worked consecutively through the project stages from outreach and school profile development to conceptual implementation plans.

- **Cost Proposal:** Provide a fee schedule/pricing information for the project as referenced in **Appendix B, Fee Schedule**. Proposals shall be valid for a minimum of 180 days following submission. All Proposers are required to use **Appendix B, Fee Schedule**.

- **Financial Capacity:** The City is concerned about proposers' financial capability to perform, and therefore, may request sufficient data to allow an evaluation of firm's financial capabilities.

- **Disclosure:** Please disclose any and all past or current business and personal relationships with any current Costa Mesa elected official, appointed official, City employee, or family member of any current Costa Mesa elected official, appointed official, or City employee. **Any past or current business relationship may not disqualify the firm from consideration.**

- **Professional Services Agreement:** The firm selected by the City will be required to execute a Professional Services Agreement with the City. A sample of the Agreement is enclosed as **Appendix C,** but may be modified to suit the specific services and needs of the City**.** If a Proposer has any exceptions or conditions to the Agreement, these must be

submitted for consideration with the Proposal. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.

- **Checklist of Forms to Accompany Proposal:** As a convenience to Proposers, following is a list of the forms, **Appendix D** included in this RFP, which should be included with Proposals:

    1. Vendor Application Form
    2. Company Profile & References
    3. Ex Parte Communications Certificate
    4. Disclosure of Government Positions
    5. Disqualifications Questionnaire
    6. Bidder/Applicant/Contractor Campaign Contribution

2. Process for Submitting Proposals:

- **Content of Proposal:** The Proposal must be submitted using the format as indicated in the Proposal format guidelines.

- **Preparation of Proposal:** Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Cost for Preparing Proposal:** The cost for developing the Proposal is the sole responsibility of the Proposer. All Proposals submitted become the property of the City.

- **Forms to Accompany Proposal:** **Appendix D** forms shall be attached at the end of the Proposal with the exception of the Fee Schedule which shall be submitted in a separate file.

- **Number of Proposals:** Submit one (1) PDF file format copy of your proposal in sufficient detail for thorough evaluation and comparative analysis.

- **Submission of Proposals:** Complete written Proposals must be submitted electronically in PDF file format via the planetbids.com website no later than **2:00 p.m. (P.S.T) on July 31, 2024**. Proposals will not be accepted after this deadline. Proposals received after the scheduled closing time will not be accepted. It shall be the sole responsibility of the Proposer to see that the proposal is received in proper time. **NO EXCEPTIONS**.

- **Inquiries:** Questions about this RFP must be posted in the Q & A tab on Planetbids no later than **June 25, 2024 at 11:00 a.m.** The City reserves the right not to answer all questions.

  The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be posted to PlanetBids. Proposers should check this web page daily for new information.

  From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above

regarding this RFP. The City reserves the right to reject any Proposal for violation of this provision. No questions other than posted on Planetbids will be accepted, and no response other than written will be binding upon the City.

- **Conditions for Proposal Acceptance:** This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of Costa Mesa, USA. If any proprietary information is contained in the Proposal, it should be clearly identified.

- **Insurance & W-9 Requirements:** Upon recommendation of contract award, Contractor will be required to submit the following documents within ten (10) days of City notification, unless otherwise specified in the solicitation:

    - **Insurance** - City requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract.

    - **W-9** – Current signed form W-9 (Taxpayer Identification Umber & Certification) which includes Contractor's legal business name(s).

3. Evaluation Criteria: The City's evaluation and selection process will be conducted in accordance with Chapter V, Article 2 of the City's Municipal Code (Code). In accordance with the Code, the responsive responsible proposer shall be determined based on evaluation of qualitative factors in addition to cost. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

1. **Project Approach & Methodology ------- 20%**

2. **Qualifications, Organization & Key Staff Experience------- 20%**

3. **Scope of Services to be Provided --- 30%**

4. **Experience and Record of Success on Similar Projects ----20%**

5. **Cost Proposal ---- 10%**

4. Evaluation of Proposals and Selection Process: In accordance with its Municipal Code, the City will adhere to the following procedures in evaluating Proposals. An Evaluation Committee, which may include members of the City's staff and possibly one or more outside

experts, will screen and review all Proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

A. **Responsiveness Screening**: Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any Proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.

B. **Initial Proposal Review:** The Committee will initially review and score all responsive written Proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any Proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection.

C. **Interviews, Reference Checks, Revised Proposals, Discussions:** Following the initial screening and review of Proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for **week of August 26**. This date is subject to change. The individual(s) from Proposer's organization that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal.

In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked organization. The City may recommend award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may

terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

5. **Protests:** Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the Proposal procedure, which are apparent or reasonably should have been discovered prior to receipt of Proposals shall be filed in writing with the City's Purchasing Department at least 10 calendar days prior to the deadline for receipt of Proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

   Protests based upon alleged improprieties that are not apparent or that could not reasonably have been discovered prior to submission date of the Proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to the City's Purchasing Department, within 48 hours from receipt of the notice from the City advising of City's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The City's Purchasing Department will respond to the protest in writing at least 3 days prior to the meeting at which City's recommendation to the City Council will be considered. Should Proposer decide to appeal the response of the City's Purchasing Department, and pursue its protest at the Council meeting, it will notify the City's Purchasing Department of its intention at least 2 days prior to the scheduled meeting.

   A. Procedure – All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

   • The name, address and telephone number of the protester;
   • The signature of the protester or the protester's representative;
   • The solicitation or contract number;
   • A detailed statement of the legal and/or factual grounds for the protest; and
   • The form of relief requested.

6. **Accuracy of Proposals:** Proposers shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to the City.

   If prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposal unwilling to perform under any resulting contract, the Proposer must immediately notify the facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items.

7. **Responsibility of Proposers:** The City shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Proposer in:

   - Preparing Proposal in response to this RFP;

- Submitting that Proposal to the City;
- Negotiating with the City any matter related to the Proposal; and,
- Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.

8. **Confidentiality:** The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

   If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.

   Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

9. **Ex Parte Communications:** Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

   A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf. Proposers shall include the Ex Parte Communications Form, **Appendix D** with their Proposals certifying that they have not had or directed prohibited communications as described in this section.

10. **Conflict of Interest:** The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 et seq., or Sections 87100 et seq., during the

performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

11. **Disclosure of Governmental Position**: In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached Disclosure of Government Positions Form, **Appendix D**.

12. **Conditions to Agreement:** The selected Proposer will execute a Professional Service Agreement for Services with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as **Appendix C** to this RFP, which may be modified by the City.

    All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. **The terms of the agreement, including insurance requirements have been mandated by the City and can be modified only if extraordinary circumstances exist.**

    Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement.

13. **Disqualification Questionnaire:** Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation, **Appendix D**.

14. **Standard Terms and Conditions:** The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s) and additional information will be posted to Planetbids. Proposers should check this web page daily for new information

APPENDIX A

SCOPE OF SERVICES

Introduction:

The Public Works Department of the City of Costa Mesa (City) is requesting proposals to develop a Safe Routes to School Action Plan for 19 schools within the City of Costa Mesa. The plan will provide clear implementable recommendations to create safer, more comfortable walking and bicycling options for Costa Mesa school children, their families, and residents. Through authentic, equitable, and robust stakeholder engagement, the SRTS Action Plan will identify safety, infrastructure, and programmatic barriers to walking and bicycling to, from, and around each of the City's 19 Newport Mesa Unified School District campuses and include 30% conceptual plans for active transportation improvements in the vicinity of each school campus. The scope of services consists of the four following tasks:

- **Task 1**: Project Management.
- **Task 2**: Existing Conditions and Safety Assessment Analysis.
- **Task 3**: Community Stakeholder Engagement.
- **Task 4**: Compilation of Final Action Plan Document.

Background:

Increasingly over the last several years the City of Costa Mesa has taken a proactive approach to promote bicycling and walking throughout the City by constructing several high-quality bicycle and pedestrian facilities at numerous locations in the community. In addition, the City has implemented an Active Transportation Plan (2018), Local Road Safety Plan (2022), and Pedestrian Master Plan (2022 Draft). This sustained and thoughtful work has resulted in significant gains in opportunities for users of all ages and abilities to access their destination by bicycle, walking, and other means of non-automobile transportation. Subsequently, these policy and investment initiatives have prompted a sustained increase in bicycling and walking within the community including among the many school-aged children accessing the 19 public elementary, middle, and high school campuses located throughout the community. The proliferation of e-bicycle technology and ease of ownership has further increased bicycle use throughout the community, particularly among school-aged residents. A map of the city boundaries, bikeways, and schools is provided as **Exhibit 1**.

As bicycling and walking increasingly becomes a key mode of transportation and recreation for much of the City's residents and visitors, safe bicycling and walking infrastructure is essential for bicyclists and pedestrians safety around school campuses. Specifically, development of high-quality low-stress bicycle and pedestrian infrastructure in the vicinity of and on routes to school campuses will continue encouragement of non-automobile mode share to, from, and around the City's schools.

The Safe Routes to School Action Plan will analyze and asses existing infrastructure around 19 school campuses and provide a clear roadmap of implementable projects to increase the safety and comfort of all roadway users around each school campus with a focus on non-automobile modes. Thorough and sustained community input and participation will be a key component of plan development throughout the process.

Description of Work:

The project scope of services is intended to develop a comprehensive Safe Routes to School Action plan and will include project management; assessment of existing conditions; stakeholder engagement including the development and execution of a web-based tool and safety workshop(s); and production of a final Safe Routes to School Action Plan that contains individual school profiles and 30% conceptual design plans for projects to increase safety around each of the City's 19 public school campuses. The separate tasks outlined below shall be coordinated to effectively develop interrelated profiles of each campus and the final product should be reflective of robust community input. The 19 Newport Mesa Unified School District campuses to be included in the plan are as follows:

1. Adams Elementary School
2. California Elementary School
3. College Park Elementary School
4. Kaiser Elementary School
5. Killybrooke Elementary School
6. Paularino Elementary School
7. Pomona Elementary School
8. Rea Elementary School
9. Sonora Elementary School
10. Victoria Elementary School
11. Whittier Elementary School
12. Wilson Elementary School
13. Woodland Elementary School
14. Davis Magnet School
15. TeWinkle Middle School
16. Back Bay High School
17. Costa Mesa Middle/High School (combined campus)
18. Early College High School
19. Estancia High School

The consultant shall have total responsibility for the accuracy and completeness of all work and services. The following description of work defines the general project requirements. Associated tasks and provisions necessary for a complete project, but not specifically defined herein are requested to be addressed in the proposal and undertaken within the proposed "Not to Exceed" contract fee.

At a minimum the Consultant's scope of work should include, but should not be limited to, the following activities:

Task 1 – Project Management

Following contract award the consultant team shall attend a project kick-off meeting with key City staff to initiate the project, review the project scope of work, plan goals, review project schedule and key milestones, and develop a list of documents/data needed to assist in the successful completion of the project.

Project development and implementation meetings shall be held once a month. The consultant will be responsible for preparing meeting agendas, minutes, and presentation materials. A Critical Path Method (CPM) network, based on activities to support all project milestones and subtasks shall be prepared. The information will be in the form of a bar chart and show a deliverables schedule and other relevant data needed for the control of work, for City review of the work status and accomplishments occurring each month. Monthly updates shall be furnished to the City Project Manager.

Task 2 – Existing Conditions and Safety Assessment Analysis

Task 2.1 Existing Conditions and Planning Context

The consultant team will conduct a literature review of existing plans, policies, programs, and data. Existing plans will likely include, but not be limited to: the City's Mobility Element of the General Plan, Active Transportation Plan, Pedestrian Master Plan, and Local Road Safety Plan. The team will conduct walk audits and review school data for each campus individually including but not limited to:

- Attendance boundaries and demographics
- Any student travel survey data previously collected
- Existing bicycle facilities and parking availability
- Existing pedestrian facilities

Task 2.2 Safety Assessment

The Consultant will conduct a collision analysis using the most recent SWITRS data available and data provided by the Costa Mesa Police Department for each campus within a specified radius. Using the collision data and data collected in Task 2.1 the consultant will identify collision hot spots, challenges, needs, and infrastructure gaps in the vicinity of each campus and on the primary routes used to access the campuses.

Task 2.3 Tool Kit

Based on the Literature Review and City and community input gathered in Task 3 below, the consultant team will develop a preliminary menu of best practices for safety and accessibility, using the six "e's" - engineering, evaluation, equity, education, encouragement, and enforcement strategies. The Consultant team will compile the best practices in to a tool kit for consideration and refinement during the life of the project. This tool kit will be used in the development of the final plan to prepare a prioritization framework which will use City policies, state and national engineering standards and community values as primary inputs to provide a prioritized project list for implementation that will include 30% plans for specific projects adjacent to each campus (further outlined in Task 4.1).

Task 3 – Community Stakeholder Engagement

Task 3.1 Stakeholder Engagement

Along with City staff the consultant team will meet with stakeholders from the Newport Mesa Unified School District generally and at campuses specifically including district and school administrators and teachers. The team will review project goals and gather information from school staff about constraints and opportunities at each campus. Similarly, the consultant team will meet with the City Council-appointed Active Transportation Committee to review best practices and existing conditions at each campus.

Task 3.2 Public Coordination Survey and Map

Upon completion of initial data collection and stakeholder engagement, the consultant team will prepare a webtool with a foundational citywide context map that will be used for community engagement generally and at each campus specifically. The map will show issues and constraints in an easy to understand format for a non-technical audience. This issues and constraints map and analysis will be a "working document" that will be finalized when all stakeholders have provided input. The elements of the map and webtool should be generic and easily interchangeable between transportation mode and school. The webtool and associated map will be available in Spanish and English and be easily distributed via a link. The webtool will allow for the City and consultant team to easily collect, review, and analyze input from the public regarding safe routes to school in the City generally and adjacent to specific campuses.

Task 3.3 Community Engagement

The consultant team will develop a community engagement strategy that includes but is not limited or exclusive to in-person or on-line public workshops, walking tours, at least one demonstration project, at least one safety workshop, and wide distribution of the webtool and map developed in Task 3.2. Every effort should be taken to maximize participation in the public engagement process with a strong focus on gathering input from priority equity communities. Materials and graphics for community engagement events should be contemporary and designed to be easily accessible to English and Spanish speakers.

Task 4 – Compilation of Final Action Plan Document

Task 4.1 School Profiles

Using the data collected in Tasks 2.1 and 2.2 as well as input gathered throughout Task 3 the consultant team will develop a unique profile of each of the 19 Newport Mesa Unified School District campuses located in the City. Additional information provided in the profiles should include photos, narrative, and charts and graphs detailing demographics, opportunities and constraints, and any other compelling and pertinent information about each school campus.

Task 4.2 Improvement Plans

Based on all of the data collected and utilizing the tool kit developed in Task 2.3, the consultant team shall develop a prioritized list of programs and infrastructure project recommendations for implementation around each campus and on the public right-of-way that is used to access each campus. The infrastructure project recommendations shall be provided to the City in a detailed 30% design plan set format on standard City template.

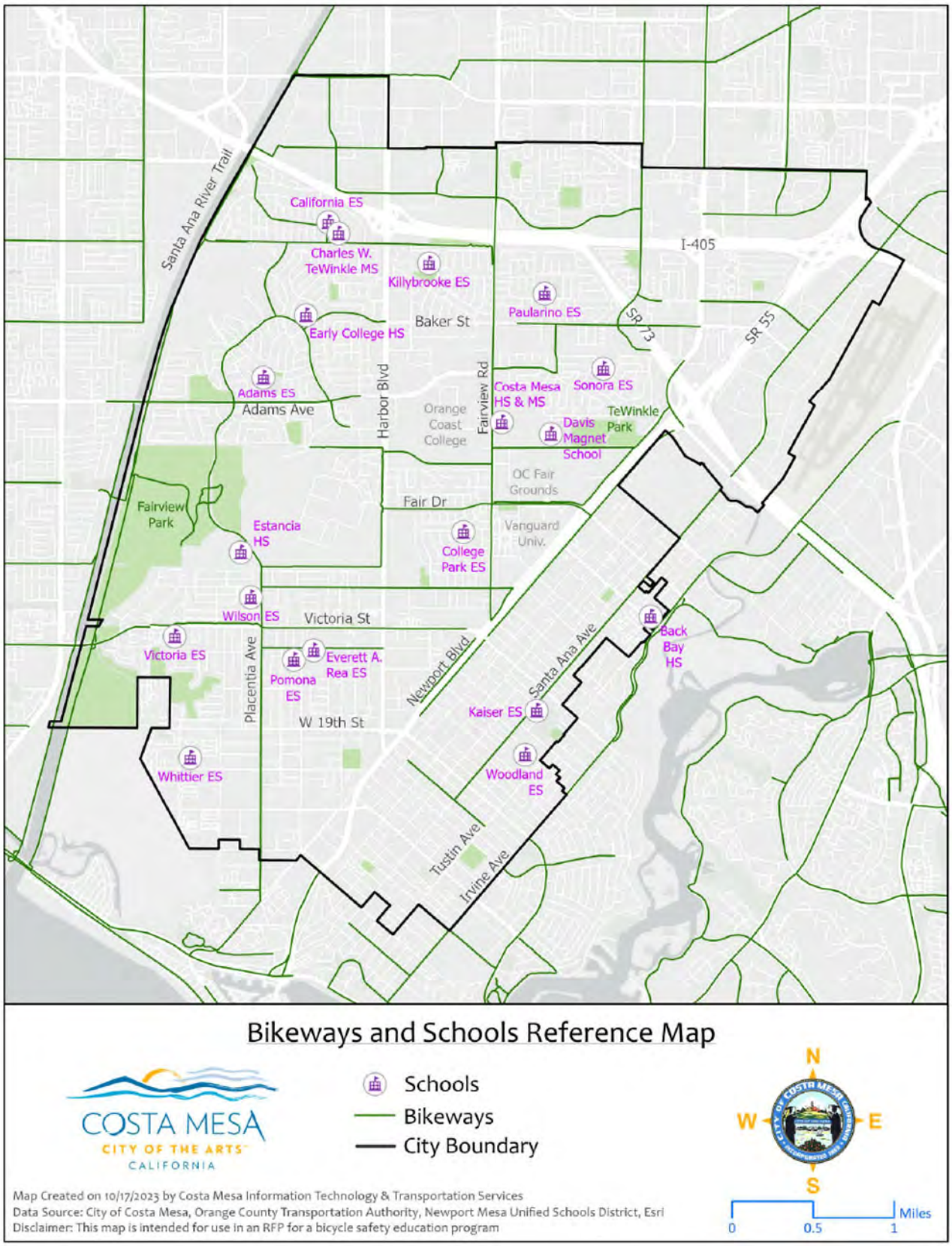
Task 4.2 Final Document

The consultant shall compile all of the information gathered throughout the project tasks into a final document. The final document should be separated into chapters that provide context and information on the development of the document. The chapters should provide high level detail on existing conditions and planning context for the City generally, safety analysis, the best practices and tool kit, community engagement, and the individual school campus profiles created in Task 4.1. The final plan document should be provided to the City in a digital format and will be the sole property of the City for future distribution and use.

Quality Assurance/Quality Control:

Quality Control shall be consistently and thoroughly applied throughout the development of the Safe Routes to School Action Plan. Assigned QA/QC staff shall be technically well qualified to conduct the appropriate level of oversight, and demonstrate a concerted and sustained commitment to provide a high quality product. Concise written records shall be maintained by the Consultant on all activities. Firms considering proposal submittals are requested to have an in-house technical level of expertise to professionally address all aspects of the project.

EXHIBIT 1
PROJECT VICINITY MAP



APPENDIX B

FEE SCHEDULE [This schedule is for Bike Education]

The professional services contract will not be awarded based upon competitive bidding. The fee schedule should show number of hours per key staff, the hourly cost of personnel per task under each phase, expenses, and other fees, with a total not-to exceed amount for the project.

The consultant's cost proposal for the prime and subcontractors should contain a breakdown of all cost components including number of labor hours per key team member per task, labor rates, and other direct costs and fees.

It is requested that the fee, including all meetings, reproduction, materials, mailings, and associated project expenses, be itemized under the following phases:

- **Task 1 – Project Management**
- **Task 2 – Existing Conditions and Safety Assessment Analysis**
- **Task 3 – Community Stakeholder Engagement**
- **Task 4 – Compilation of Final Action Plan Document**

Total Not-To-Exceed Cost $_____

NOTE: This Capital Improvement Project was approved in the City's Adopted Operating & Capital Improvement Budget for Fiscal Year 2022-2023.

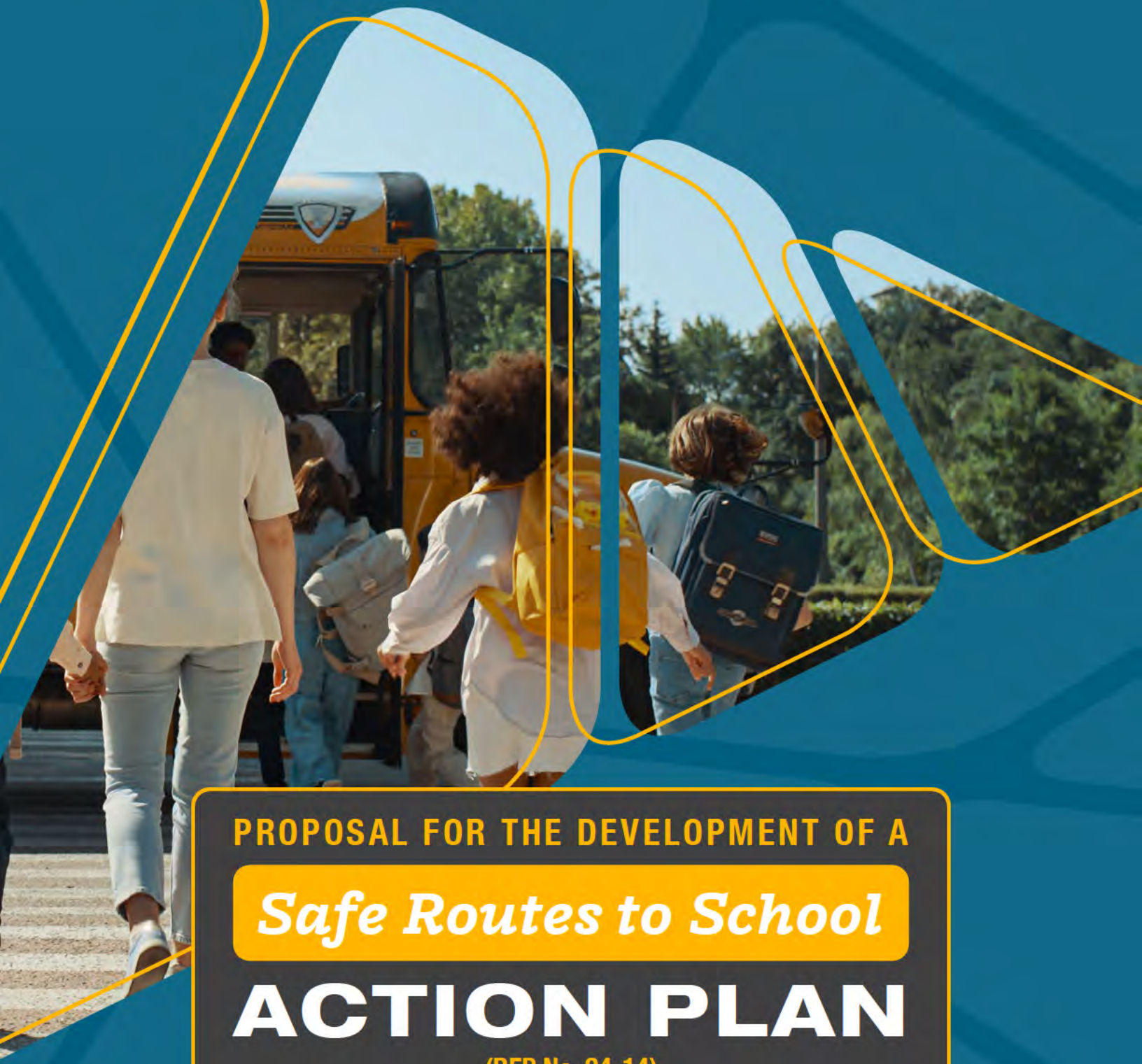
(https://www.costamesaca.gov/home/showpublisheddocument/52096/638035040093470000).

NOTE: All originals of plans, field notes, data and calculations, correspondence, reports, electronic files, etc., will be turned over to the City upon completion of each project phase. Ten percent (10%) of the total contract fee will be withheld until all project documents are submitted in acceptable form to the City.

SCHEDULE: The City anticipates a schedule of **365 calendar days** to complete the scope of work for the project.

EXHIBIT B

CONSULTANT'S PROPOSAL



PROPOSAL FOR THE DEVELOPMENT OF A

Safe Routes to School

ACTION PLAN

(RFP No. 24-14)

Prepared For:

CITY OF COSTA MESA

Prepared By:

Kimley»Horn

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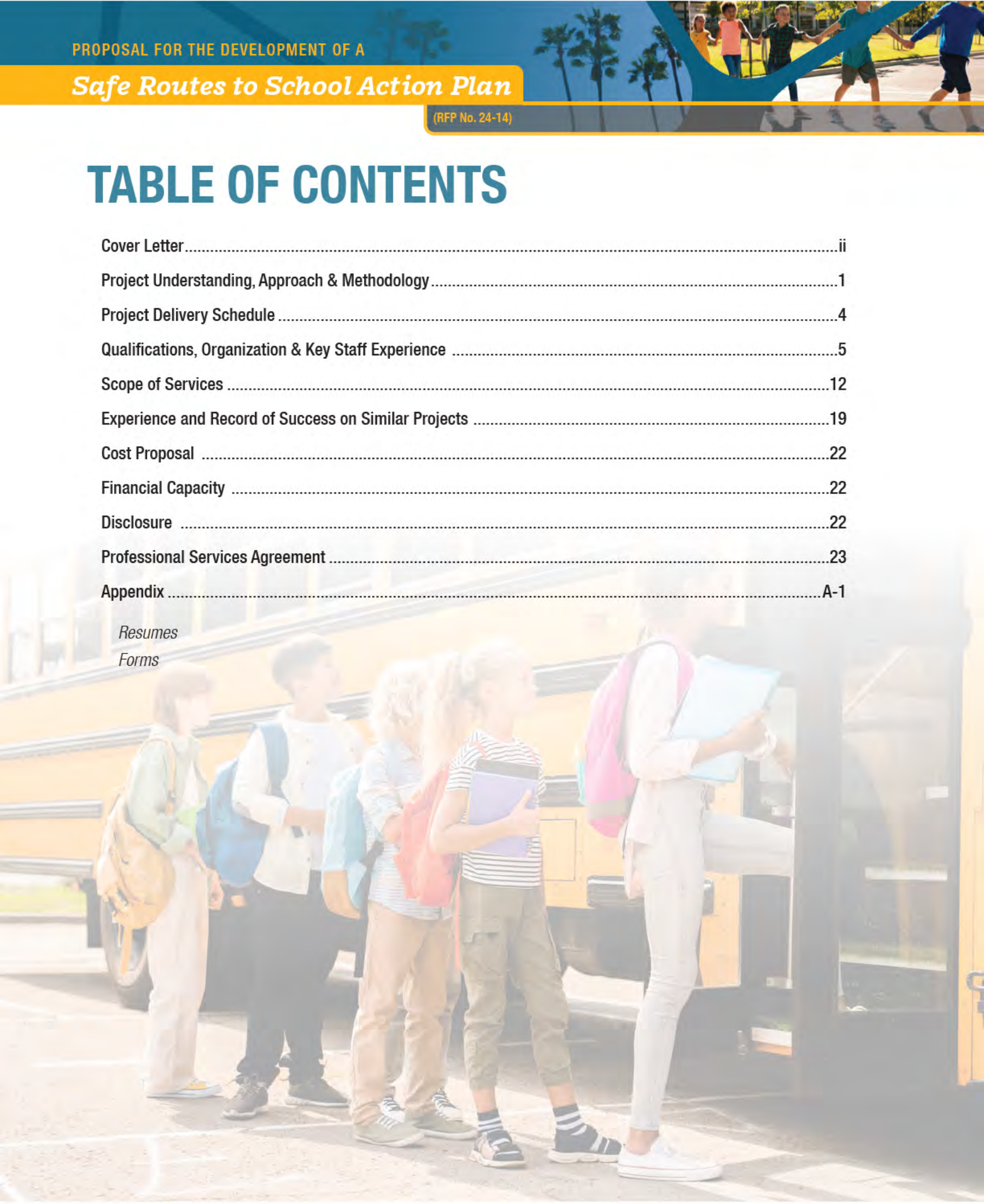


COVER LETTER

July 31, 2024

» 1100 Town and Country Road, Suite 700
Orange, CA 92868
TEL 714.939.1030

City of Costa Mesa
Public Works Department
77 Fair Drive
Costa Mesa, CA 92626

RE: PROPOSAL FOR THE DEVELOPMENT OF A SAFE ROUTES TO SCHOOL ACTION PLAN (RFP NO. 24-14)

Dear Members of the Selection Committee:

The **City of Costa Mesa** (City) is at the forefront of Safe Routes to School (SRTS) initiatives in the county and this SRTS Action Plan is another important step toward achieving your goal of providing safe, multimodal transportation alternatives throughout your community. As an industry leader in safety, **Kimley-Horn** shares your committment to creating safe and convenient opportunities for students and parents to bike or walk to school. Our team specializes in delivering innovative SRTS solutions tailored to the unique needs of the diverse communities we serve. We are excited about this opportunity to partner with the City to develop an SRTS Action Plan for 19 schools in your city. We will work collaboratively with you to develop a framework that enables stakeholders to identify, analyze, and prioritize safety improvements on city roads. We will also include safety and training on bicycle Kimley-Horn brings the demonstrated experience to develop a plan that is tailored to the local protocols, needs, and issues, while maintaining compliance with state and federal regulations. ***Our team offers the City the following key strengths to deliver the success you envision for this SRTS Action Plan:***

Local Leadership and Commitment to Your Success. It was our privilege to partner with the City and deliver success on your LRSP. Our project manager **Darryl dePencier, AICP, GISP, RSP$_{2B}$**, will serve as the City's primary contact, bringing 17 years of experience leading transportation planning and engineering projects. He uses data driven approaches to assess transportation system performance for operations, safety, equity, and other factors as needed on transportation safety projects throughout Orange County and Southern California. **He has worked on SRTS, Local Road Safety Plans (LRSPs), Systemic Safety Analysis Reports (SSARs), Roadway Safety Audits (RSAs), and Roadway Systemic Safety Audit (RSSA) studies for many cities in Southern California including the LRSP for the City.** Darryl has recently led the statewide vulnerable road user safety assessment for California Department of Transportation (Caltrans), which evaluated pedestrian and bicycle safety challenges across the state. Through this project, he developed a systemic toolbox to help Caltrans and local agencies address active transportation safety needs. He will be supported by key staff who are leaders in the industry and a local team based in our Southern California offices who will bring you a tailored, comprehensive, and realistic strategy for delivering a successful SRTS Action Plan that meets the needs of all members of your diverse community. In addition to our in-house staff, our team includes three specialty subconsultants with whom we have partnered successfully throughout California: **Redman Consulting (Action Plan documentation), General Technologies and Solutions (field data collection), DKS Associates (safety assessment), and Rock E. Miller and Associates (Senior Advisor)**.

Unparalleled Knowledge of SRTS. Kimley-Horn is committed to supporting local agencies to improve the safety of their transportation systems. Our team is well-versed in traffic safety planning and engineering as well as bicycle and pedestrian facility planning, safety, and design. We have completed SRTS, LRSPs and SSARs, RSAs, Bicycle and/or Pedestrian Safety Action Plans (BSAPs/PSAPs), Strategic Highway Safety Plan (SHSP) projects, Safety Management Plans (SMPs), data collection and crash analysis, and design of safety countermeasures throughout the country. In recent years, our team has helped multiple agencies with SRTS improvements, including pulling together a comprehensive SRTS Master Plan for the City of Lancaster which covered 28 elementary and middle schools. Post the adoption of the plan, our team supported the City of Lancaster in identifying and successfully applying for multiple grants that help fund the projects identified in the plan. Our extensive local project experience includes SSARs and LRSPs for the City and the Cities of Anaheim, Riverside, Corona, Menifee, Eastvale, Perris, Ventura, Palm Desert, La Quinta, San Clemente, Seal Beach, Artesia, Santa Clarita, Lancaster, Goleta, Santa Cruz, and Sunnyvale as well as Imperial and Ventura counties. Unlike many plans that sit on a shelf or in a link on the City's website because the identified actions/ projects are infeasible or not cost-effective, *our plan will provide a road map for the City and set the groundwork to implement actions/projects over the next decade.*

Collaborative and Inclusive Public Engagement Program. Our ultimate objective for public engagement is to effectively reach all segments of the City's diverse community and help ensure every member is aware of the various ways they can participate. We are committed to connecting with individuals through their preferred method, be it in-person, online, virtual, one-on-one, or in either English or Spanish. Our aim is to provide the public with timely and transparent information, while also prioritizing their voices and input, making sure that they are not only heard but also valued—to deliver a project that successfully meets the needs of everyone in your community.

Fresh Perspective Providing Proven Solutions. Our firm's varied experience in safety-related projects has allowed us to develop a fine-tuned approach to safety. We will provide new and innovative techniques to create the best results for the City, providing you with a prioritized list of low-cost safety improvements that can be implemented not only at challenging roadway segments and intersections but throughout the city for pedestrians, bicyclists, and vehicles alike. This list can be used and applied toward ATP/HSIP grants for implementation—another area Kimley-Horn has significant experience in and can assist the City with.

We are committed to providing you with a high level of professional services and are excited for the opportunity to further enhance the City's transportation safety to reduce fatalities and serious injuries. Our team will support you from our local Orange office—located less than 20 minutes from the City—to provide the highest quality and responsive service. Should you have any questions about our proposal or require any additional information, please contact our project manager **Darryl dePencier, AICP, GISP, RSP$_{2B}$**, at 213.261.4039, darryl.depencier@kimley-horn.com, or the address listed on the previous page.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Darryl dePencier, AICP, GISP, RSP$_{2B}$
Project Manager

*Jean Fares, TE**
Senior Vice President

**Jean Fares is an authorized representative of the firm and is authorized to make legally binding commitments and negotiate the contract on behalf of Kimley-Horn.*

Kimley-Horn confirms that we have reviewed the RFP and understand all elements of it.

Kimley-Horn acknowledges receipt of Addendum #1 dated June 26, 2024.

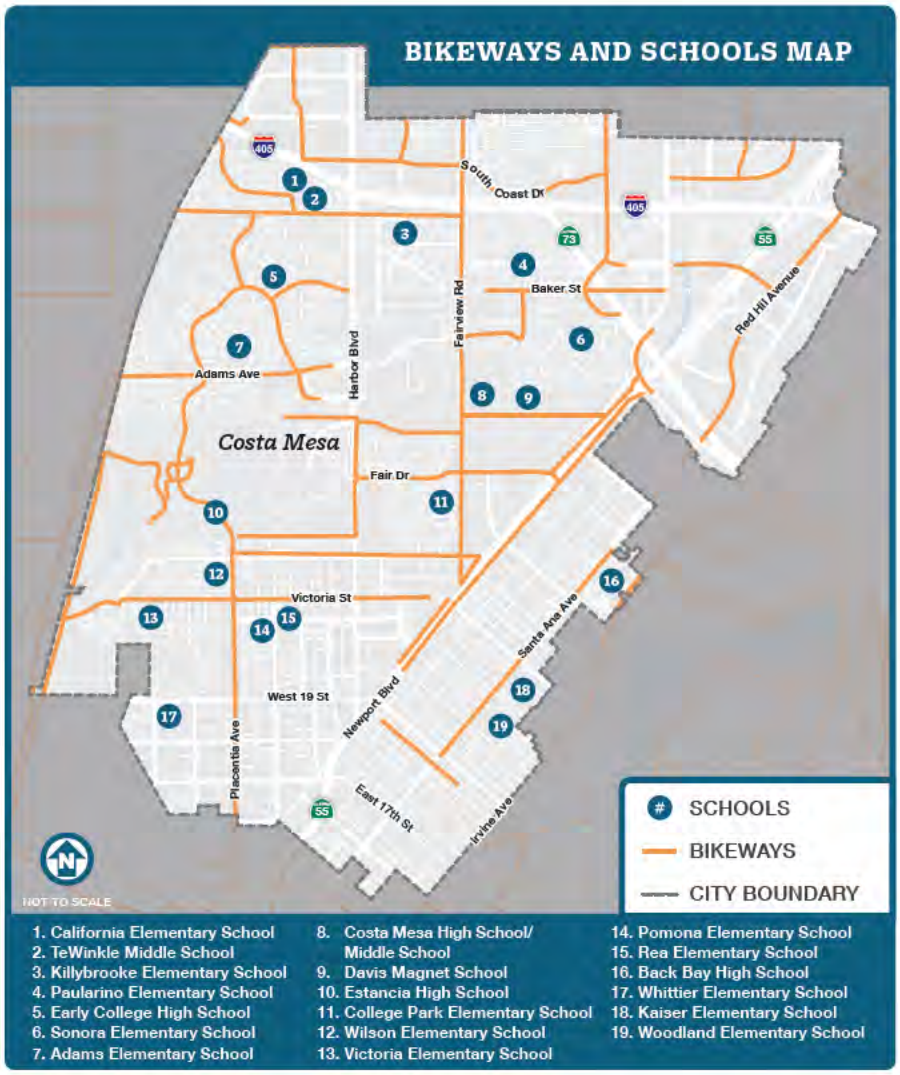
PROJECT UNDERSTANDING, APPROACH & METHODOLOGY

UNDERSTANDING

The City of Costa Mesa's primary goal is to establish a safe bicycle and pedestrian-friendly environment throughout the city. Kimley-Horn completed a Local Road Safety Plan (LRSP) for the City in 2021, which identified the need for a citywide Safe Routes to School (SRTS) program. The Newport-Mesa Unified School District was a stakeholder in the LRSP planning process.

The City previously completed an Active Transportation Plan (ATP 2018) and was also working concurrently on a Pedestrian Master Plan (PMP) and a Neighborhood Traffic Improvement Plan, which provided additional context to the City's active transportation needs. During this time, the City hired its first dedicated active transportation coordinator. The City has successfully leveraged grant funds to implement several initiatives identified in the above plans. This SRTS Action Plan is the next step in advancing the City toward achieving zero traffic deaths. Based on information obtained from SWITRS for a five-year period between 2016 and 2021, there were a total of 83 pedestrian and bicycle collisions involving children (18 years and younger), with six fatalities and 86 injuries.

The previous ATP focused primarily on bicycle elements, the LRSP focused on Citywide roadway safety with specific "hot spot" segments identified, and the PMP focused on pedestrian project corridors. While the segment corridors include major commercial and retail streets with a lot of pedestrian and bicycle activity, this SRTS Action Plan will focus on the 19 identified school areas where safety, bicycle, and pedestrian infrastructure can also be improved.



PROJECT OBJECTIVES

The SRTS Action Plan focuses on SRTS elements that were not addressed in previous documents including the the following key objectives:

1. **Reduce or eliminate pedestrian and bicycle crashes near schools.** The SRTS Action Plan, in combination with the City's LRSP, will result in a broad series of improvements, programs, awareness and system initiatives that will continue to decrease the pedestrian and bicycle crashes occurring in the City. The plans will need to target a series of driver behaviors, safe practices for vulnerable road users, and additional redundancy in transportation infrastructure as outlined in the Safe System Approach.

2. **Invest in underserved communities.** Parents that belong to disadvantaged groups are more likely to be constrained in their ability to drop off and pick up students on a given schedule and will likely benefit most from well-implemented SRTS programs. The SRTS Action Plan will focus on routes and systems needed to provide safe connections between local neighborhoods and schools where larger proportions of disadvantaged communities live. Each plan will determine where the most needed connections are. Investments in programs and habit-building activities will be recommended, in addition to infrastructure, to meet the needs of underserved communities.

3. **Strong understanding of each school's unique issues, including focused bilingual outreach efforts.** English learners may face more barriers than native English speakers when it comes to plan participation, understanding available resources and notifications, and interpreting directions to the safest travel options. The SRTS Program will need to provide multilingual support to encourage full participation by a significant portion of the student and parent population. The Kimley-Horn team has worked in many diverse communities and is experienced with planning that prioritizes the needs of underserved communities.

4. **Increase walking and biking mode share for the student population.** Encouraging students to walk and bike in groups will further enhance safety. Designating specific routes near schools helps to consolidate student traffic, allowing more focused resources on improvements, focused locations for crossing guards, and greater driver awareness of the presence of students. The plan will include suggested walking and biking routes between nearby neighborhoods and schools.

5. **The SRTS Action Plan.** This Action Plan will help the City prioritize expenditures and improvements holistically across the schools. The Plan will also summarize the proposed improvements and associated costs from each of the individual plans. The Kimley-Horn team's approach will leverage the foundational work of these past ATP, PMP, and LRSP documents to produce an SRTS Action Plan that addresses the importance of safety and equity, plus an actionable implementation plan and project prioritization.

APPROACH/METHODOLOGY

Kimley-Horn has assembled a diverse team of accomplished roadway, safety, and active transportation design professionals to develop a Safe Routes to School Action Plan focused on implementable projects for which the City can pursue design-phase funding. The plan will not be a document that sits on a shelf or resides in a link on the City's website because the projects are infeasible, not cost-effective, or rely on redevelopment to occur. Instead, it will provide a road map for the City to implement mobility projects over the next two to five years and beyond by taking advantage of ongoing projects and grant funding opportunities. The plan will set the groundwork for identifying and prioritizing projects further into the future as redevelopment occurs.

The plan will take a holistic view of active transportation in the City—specifically the most vulnerable, school-aged children, and apply a systematic approach to the future of mobility. The study will include a safety assessment of existing conditions in the vicinity of each of the 19 schools and developing a tool kit that provides a menu of best practices for safety and accessibility. Through our work developing the updated California Department of Transportation (Caltrans) Complete Intersections Guide, we researched current national best practices and updated the guide to provide Caltrans staff and consultants with the best practices. We will filter and apply relevant information from national and state guides to what works best for the City.

Stakeholders, as well as community outreach, are critical to any plan put forth by the City. For this purpose, Kimley-Horn will develop a layered map to show the street network, signalized and unsignalized intersections, school district zones, attendance zones, major land uses, travel patterns, collisions, demographics, and other pertinent information. We will also incorporate the data collected through the community outreach process. The objective is to understand and analyze the interaction of these different elements on the school travel and attendance patterns. In addition to the feedback through meetings, we will use Kimley-Horn's interactive mapping software, **PublicCoordinate**, which provides a sophisticated online interactive process to solicit feedback from the public. This tool offers enhanced capabilities such as comment input, toggling between multiple project locations and base maps, ADA web accessibility, custom branding, survey integration, and so much more. Its online platform is user-friendly, making it easy for the public to provide input and visualize what their communities would look like with proposed transit, roadway, development, or infrastructure improvements.

Kimley-Horn will capture the travel patterns for each school using the SRTS tally sheet available at **http://guide.saferoutesinfo.org/evaluation/appendix_a_safe_routes_to_school_student_travel_tally.cfm**. This guide was developed by the Pedestrian and Bicycle Information Center (PBIC) in collaboration with SRTS experts from around the country and support from the National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), Centers for Disease Control and Prevention (CDC) and Institute of Transportation Engineers (ITE). The survey will be conducted for two to three typical weekdays from Tuesday to Thursday.

For the Safe Routes to School Action Plan, we will create individual school profiles that can be located on the City's website. These profiles will include the following information for the area around each school:

- School information
- School zoning (emphasizing the routes students take)
- Bike and pedestrian infrastructure
- Travel patterns relative to the schools (collected through student surveys)
- Photos, as needed, to document existing conditions
- Other City Master Plans that intersect with the SRTS Action Plan
- Projects currently funded and that will be implemented and may impact the SRTS Action Plan
- Any other element of the City's transportation system, present or future, to ensure that the SRTS can be adapted to suit those elements

SOFTWARE SPOTLIGHT

»PublicCoordinate

A Kimley-Horn Software Solution

This proprietary Kimley-Horn tool is a streamlined, sophisticated interactive map that makes it easier than ever to solicit feedback from the public, with enhanced capabilities such as:

- Comment input
- Toggling between multiple project alternatives and base maps
- ADA web accessibility
- Custom branding
- Survey integration
- Translation in multiple languages

Its online platform is user-friendly, making it easy for the public to provide input and visualize what their communities would look like with proposed improvements.

SCAN HERE
to learn more about
PublicCoordinate

PROJECT DELIVERY SCHEDULE

Our proposed schedule—which details key tasks, including milestone timeframes for primary deliverables—is provided below. This schedule assumes a Notice to Proceed of September 2024 and is anticipated to be able to be completed by December 2025 (16-months). Our intent is to review this draft schedule with the City at the start of the project so that all parties are on board with the condensed timeline. This is when we can make any desired adjustments. During the project duration, we will rely upon this schedule to track our progress and provide the City with ongoing schedule-related updates. With many stakeholders, subconsultants, and City departments involved in this planning process, there are areas where the project timeline is susceptible to delay, including the following:

- In general, an **open line of communication** will be necessary between Kimley-Horn, our subconsultants, and the City to keep the project on schedule and within budget. Regular progress meetings will be necessary to discuss project progress, but outside of those meetings, Darryl will be available as-needed for the City staff, and quick phone calls will be necessary to navigate challenges that may arise.
- **Finalizing the existing conditions** phase will be dependent on obtaining available data.
  - **Mitigation:** The Kimley-Horn team will develop a list of data needed and present it to the City at the kick-off meeting. It will be important for someone from the City with GIS experience to be at the kick-off meeting. It will also be important for Kimley-Horn to obtain the data as quickly as possible to assess the level of updates necessary.
- **Scheduling stakeholder meetings/public workshops far enough in advance** to maximize attendance but align with major milestones on the Plan.
  - **Mitigation:** The Kimley-Horn team will work collaboratively with the City to identify key stakeholders and schedule tentative dates during the

TASK	DESCRIPTION	2024				2025											
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TASK 1	PROJECT MANAGEMENT																
1.1	Project Kick-Off Meeting	●															
1.2	Project Management Meetings		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
1.3	Monthly Invoicing and Reporting	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
TASK 2	EXISTING CONDITIONS AND SAFETY ASSESSMENT ANALYSIS																
2.1	Existing Conditions and Planning Context	■	■	★													
2.2	Safety Assessment		■	★													
2.3	Tool Kit				■	■	★										
TASK 3	COMMUNITY STAKEHOLDER ENGAGEMENT																
3.1	Stakeholder Engagement			●		●	●	●	●								
3.2	Public Coordination Survey and Map			★	■	■	■	■	■								
3.3	Community Engagement						■	■	■	■	★						
TASK 4	COMPILATION OF FINAL ACTION PLAN DOCUMENT																
4.1	School Profiles									■	■	★	■	★			
4.2	Improvement Plans									■	■	★	■	★			
4.3	Final Document													■	★	■	★

● Meeting with City ● Meeting with Stakeholders ■ City Review ★ Key Deliverable

QUALIFICATIONS, ORGANIZATION & KEY STAFF EXPERIENCE

FIRM OVERVIEW

Kimley-Horn is a full-service engineering, planning, landscape architecture, and environmental consulting firm providing services to both public and private sector clients nationwide. Founded in 1967, Kimley-Horn has grown from a small group of traffic engineers and transportation planners to a firm of more than 7,700 employees in 133 offices nationwide, including 13 in California. Our Southern California Offices—including Orange, Los Angeles, Long Beach, Santa Clarita, and Riverside—are staffed with skilled engineers, planners, designers, and support staff specializing in traffic engineering, active transportation, SRTS, and LRSP programs, grant writing expertise, and other key services. Kimley-Horn's continued growth and stability over the past 57 years is the direct result of our firm's commitment to integrity and dedication to providing quality services. According to Engineering-News Record, our firm ranks 10th in transportation among the nation's top 500 design firms. We offer clients the local knowledge and responsiveness of a small organization, backed by the depth of resources only a national firm can offer. The Kimley-Horn team is committed to providing the City with high-quality solutions that exceed your expectations. We accomplish this by providing you with a team of experienced and technically proficient individuals who offer extensive safety expertise.

QUALIFICATIONS

Our long history of successfully serving municipalities has provided us with comprehensive project experience and knowledge. Our Southern California offices offer complete traffic and civil engineering services in-house. We have completed thousands of traffic engineering and operations projects ranging from single intersection safety audits, designs, and analyses to major area-wide signal systems involving hundreds of intersections. Kimley-Horn, and our subconsultants, have the relevant technical expertise and project experience with which they've obtained within the past eight years and beyond. Our teaming partner's firm overviews can be found on page 10 and our relevant project experience is included in the Similar Project Experience section of this proposal. Kimley-Horn offers in-house specialists for the following general service areas:

Safe Routes to School (SRTS)

Safe Routes to School has been a focus area of Kimley-Horn's staff since its inception and funding in California more than 25 years ago. The different characteristics of the study area around each school as well as different characteristics of the administrators, parents, and children at each school, mean a customized approach to each school is essential to the success of any program. Walking audits may identify differing problems related to the safety of school children including speeding, high traffic volume, parking conflicts, and conflicts in the shared public space between passenger vehicles, buses, bicycles, and pedestrians. All these conflicts lead to increasingly unsafe conditions for children and parents. Programs may identify a greater need for a focus on bike or pedestrian safety, revised drop-off and pick-up policies, or encouragement programs for parents and students to increase walking, biking, or carpooling to school. At Kimley-Horn, our SRTS practice focuses on creating safe and convenient opportunities for children (and adults) to bicycle and walk to each of the study area schools. Secondary benefits to children and their neighborhood, include improved health, reduced traffic congestion and speeding, better air quality, and enhanced neighborhood safety. The culmination of our process is to provide schools with a plan that represents a consensus of the needs and preferences of the school administrators, parents, local residents, and municipal agency staff.

What truly sets our team apart is our in-depth experience planning and designing SRTS elements. Our approach of listening to our clients' safety concerns and understanding design solutions while we formulate conceptual planning improvements results in efficient and successful projects. This means SRTS elements can be designed and constructed more quickly to enhance safety around each school as quickly as possible.

Local Road Safety Plans (LRSP)

Kimley-Horn understands that an LRSP is a proactive approach to safety analysis. Existing crash patterns form part of the safety picture but only show us where crashes have occurred, not necessarily where conditions that elevate the risk of crashes exist. An LRSP is intended to identify high crash locations within a city and diagnose what conditions might contribute to that elevated crash activity. The LRSP then identifies countermeasures which can be applied systemically throughout the city where those conditions exist to remove those higher risk conditions before crashes occur. We recognize that an LRSP is not fixed in its scope or breadth and that each jurisdiction faces unique safety challenges, driver behavior patterns, and historical roadway development. Our approach is to explore what is normal within the City and avoid assumptions that might lead to a more repetitive approach to completing LRSP projects. To help ensure completeness and set safety benchmarks customized for the City, our approach will be to:

- Refine the work plan with City staff
- Conduct a citywide network screening to establish crash rate benchmarks for intersections and roadway segments
- Identify locations with the highest crash volumes and highest risk factors based on network screening (from the designated corridors and intersections)
- Map crash patterns at higher crash locations
- Conduct field review of higher crash locations
- Identify countermeasures that would likely reduce crashes
- Establish template projects and benefit/cost assessments to produce short, medium, and long-term projects that the City can pursue funding for
- Active engagement with stakeholders
- Focus on driver behavior factors as well as roadway engineering
- Traffic Safety

Traffic Safety

Kimley-Horn offers a variety of in-house safety services in support of Vision Zero goals. Our experience includes leading more than 75 LRSPs and SSARs for local agencies in California, and over 150 in other states across the US; developing statewide SHSPs, including California's 2020-2024 SHSP; developing California's 2021 Highway Safety Improvement Program (HSIP) Implementation Plan; setting California's Safety Performance Measure Targets; completing numerous transportation safety plans, bicycle/pedestrian action plans, road safety assessments (RSAs), road safety sign audits (RSSAs), safety management plans, high-collision safety studies, and intersection control evaluations (ICEs); and designing a variety of projects that have implemented innovative and effective safety measures. Kimley-Horn has been instrumental in helping several clients across California apply for and receive SS4A and HSIP funding. Kimley-Horn was one of the primary sponsors of a new certification process available for transportation engineers—the Road Safety Professional (RSP) certification. The first-ever exam was held in October 2018. Twelve individuals from Kimley-Horn were participants in the certification process, all of whom were certified as Road Safety Professionals. Kimley-Horn now staffs 27 individuals with various levels of RSP certifications.

Kimley-Horn's traffic safety specialists have extensive experience in collecting and traffic safety data to develop a clear set of goals, policies, countermeasures, and priority Vision Zero projects and programs.

Bicycle and Pedestrian Planning

Kimley-Horn is committed to enabling safe, attractive, and comfortable access and travel for all users, including bicyclists and pedestrians of all ages and abilities. We have extensive experience in bicycle and pedestrian planning and place a priority on state-of-the-art practices and implementable solutions. Our bicycle and pedestrian planning experience ranges from municipal, regional, and statewide plans to corridors and wayfinding studies. Our focus on implementability is seen through our successful on-street bikeway, sidewalk, and greenway design practice as well as through our innovative operational studies such as in-road bicycle detection systems. The fact that we are frequently asked to take our bicycle and pedestrian planning projects all the way from design to construction administration demonstrates our clients' trust in the quality we provide.

Complete Streets Planning and Design

Kimley-Horn is a complete streets planning and engineering firm. In fact, Kimley-Horn is one of the primary authors of the Institute of Transportation Engineers' (ITE) Recommended Practice publication Designing Walkable Urban Thoroughfares: A Context Sensitive Approach. Kimley-Horn has remained active in the development of complete streets policies for communities of all sizes, and we have worked alongside numerous state DOTs on methods to implement their statewide complete streets policies. In addition, our team of planners and engineers work in tandem to develop plans that apply best practices, such as the National Association of City Transportation Officials' (NACTO) Urban Streets Design Guidelines.

Traffic Calming Studies and Cut-Through Analysis

Kimley-Horn is a national leader in the development and implementation of traffic calming, neighborhood transportation plans, and context-sensitive solution (CSS) design of pedestrian and bicycle facilities. Our team of roadway designers, traffic engineers, and planners knows how to design roadways that accommodate a defined volume of traffic, while serving as corridors for business and residential units and pedestrian and bicycle usage. We understand the proper application of traffic calming tools such as roundabouts, speed humps, speed tables, diverters, splitter islands, chicanes, and textured pavement. We strive to balance mobility for motorists with safety and quality of life for the surrounding neighborhoods and localities.

Traffic Data Collection

Our team members are skilled in the use of manual and advanced technology to collect traffic data. Based on the need, our team can capture field data with basic methods or through use of portable GPS devices that allow digital photo linking capabilities and direct importation into GIS mapping and software such as ESRI ArcGIS. We take care to obtain accurate data because it is the basis for a traffic study. Often, some data (such as accident reports or recent traffic counts) can be obtained from existing sources. However, if new data is needed, Kimley-Horn knows the criteria for data collection, documentation, and compilation.

Grant Writing

Kimley-Horn has a proven track record of winning grants for similar types of HSIP projects including 20 applications that were funded in Cycle 10 worth more than $30 million. Kimley-Horn can research and find project funding through state and federal grant programs. Our planning studies are geared toward practical, community-based solutions that meet the objectives of many grant programs. Our grant writing experience has helped our clients secure more than $200 million over the past few years for the implementation of a wide array of projects through programs such as Active Transportation grants and Smart Growth programs. We understand the deadlines, application processes, and scoring criteria associated with grant programs, and can harness this experience to assist the City with funding applications. Our ultimate mission is to bring the ideas of a community involvement process to real projects that shape the livability of our cities and neighborhood.

Public Engagement

Our overall goal for public engagement is to reach the diverse sub-sets of the City's community and make sure all members are aware of how they can participate. We want to reach people in their preferred method, whether in-person, online, virtual, one-on-one, in English, or in Spanish. We strive for the public to receive timely, transparent information and for their voice and input to be heard, valued, and incorporated to deliver a successful project that meets the needs of the entire community.

Kimley-Horn's stakeholder and public engagement plan begins with a discussion of what successful engagement on the project looks like. Once the City's needs are fully understood, we will develop a targeted engagement plan. Our preliminary approach to public engagement for the development of an active transportation plan is to employ strategies and initiatives to engage, communicate, and gain community support for its various modes of transportation and the connectivity they provide. Our team will develop eye-catching marketing materials and messaging communicated in everyday language (English and Spanish) to increase interest and participation. Some of the communications tools we can provide include flyers, surveys, interactive websites and maps, press releases, social media, newsletters, and advertisements. To further engage the public, our team can host in-person and virtual public meetings, focus group meetings, give presentations, provide videos, participate in community events, and host tours of Cost Mesa's current bikeways. We will document all meetings and events, including participation information, with written summaries. For communities with limited Wi-Fi and internet access, we are also able to provide telephone public meetings and stakeholder interviews.

KEY STAFF

The proposed Kimley-Horn team has a history of providing high-quality solutions while addressing state and federal procedures during the completion of similar safety projects for local agencies across California. The organizational chart below delineates the responsibilities of our proposed staff. Our team will be led by **Darryl dePencier, AICP, GISP, RSP$_{2B}$**, a successful Kimley-Horn project manager with over 17 years of specialized safety experience ranging from establishing safety policy language to network screening to crash site engineering reviews to developing countermeasure toolboxes. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate the Es of safety (engineering, evaluation, equity, education, encouragement, and enforcement). Darryl has thorough knowledge of the SRTS process and extensive experience coordinating communication between stakeholder groups and City staff throughout plan development. As your primary contact, Darryl will maintain a close working relationship with City staff throughout the project while overseeing an in-house team of well-qualified engineers, planners, and analysts, specializing in safety planning and engineering.

Darryl and his team will be supported by **Jean Fares, TE**, who will utilize his 30+ years of experience in traffic engineering to provide valuable input as principal-in-charge on this project. In addition, our proposed QC/QA manager, **Sowmya Chandrasekhar, PE, TE, PTOE**, brings extensive experience with bicycle and pedestrian studies, specifically related to SRTS projects. Darryl will also be supported by our active transportation experts—**Matt Stewart, PE, TE**, **Tatiana Lundstrom, PE**, **Ryan Calad, PE, TE,** and **Nicole Dias, PE** – whose extensive experience focuses on transportation projects that balance traffic safety and capacity, including a special emphasis on active transportation.

In addition to our in-house team, Darryl will partner closely with our four proposed subconsultants, **Redman Consulting**, **General Technologies and Solutions (GTS)**, **DKS Associates**, and **Rock E. Miller and Associates**, who will be providing services for reporting, field data collection, and safety needs, respectively. Darryl and our team have worked with each of these specialized subconsultants on several local projects since 2020 that provided mobility solutions for pedestrian, bicycle, transit, auto, and freight modes.

The organizational chart on the following page outlines how we plan to staff this project and includes their roles, who our active transportation experts are, and our registered Professional Engineers. Resumes that highlight our team's experience and qualifications are provided in the **Appendix**.

CITY OF COSTA MESA

PRINCIPAL-IN-CHARGE
Jean Fares, TE

PROJECT MANAGER
Darryl dePencier, AICP, GISP, RSP$_{2B}$

QC/QA MANAGER
Sowmya Chandrasekhar, PE, TE, PTOE

SENIOR ADVISOR
Rock Miller, CE, TE, PTOE[3]

EXISTING CONDITIONS AND SAFETY ASSESSMENT ANALYSIS
Matt Stewart, PE, TE

- **FIELD DATA COLLECTION**
  Rawad Hani, PE, TE[1]
  Ariel Godwin, AICP[1]
- **LITERATURE REVIEW/SAFETY ASSESSMENT**
  Brian Chandler, PE, PTOE, RSP$_{21B}$, PMP[4]
  Josh Pilachowski, PhD, TE, RSP$_1$[4]
- **TOOLKIT**
  Jason Melchor, PE
  Victoria Clark

COMMUNITY STAKEHOLDER ENGAGEMENT
Tatiana Lundstrom, PE

- **STAKEHOLDER/PUBLIC OUTREACH**
  Zander Dally, AICP
  Crystal Chavez[4]
- **ONLINE MAPPING/SURVEY**
  Abbey Ibarra
- **EQUITY**
  Monica Villalobos

ACTION PLAN
Ryan Calad, PE, TE

- **PROFILE AND PLANS**
  Nicole Dias, PE
  Vanessa Wong, EIT
- **DOCUMENTATION**
  Deborah Redman[2]
  Zander Dally, AICP
  Victoria Clark

Subconsultants:

1. General Technologies and Solutions (GTS)
2. Redman Consulting, LLC
3. Rock E. Miller and Associates
4. DKS Associates

BOLD = Key Personnel

Active Transportation Experts

Fluent in Spanish

Subconsultant Overviews

General Technologies and Solutions (GTS)

GTS provides mobility solutions for all road uses: pedestrian, bicycle, transit, auto, and freight modes. They employ state-of-the-art technologies to provide innovation in traffic engineering; multimodal planning; parking; and transportation technology. GTS was established in 2017 with the goal of helping public agencies leverage advanced technology in transportation. They believe in the power of technology to effect meaningful change in local neighborhoods and communities. GTS projects range from safety studies to traffic calming, traffic design, data analytics, revitalization plans, and traffic control, among others.

Redman Consulting, LLC

In her public and private work for major state and regional agencies in Southern California (Metro, Metrolink, SCAQMD, SCAG, LACRA, Caltrans, CalSTART,) and the State of Oregon (Oregon Metro; ODOT, the Port of Portland), the firm's principal, Deborah Redman, has delivered significant work products covering a range of planning topics: multimodal corridor analyses; preparation of existing conditions and purpose and need statements; detailed analysis and description of potential project benefits for multiple grantors with varied evaluation rubrics; development of ridership estimates for grant applications (in collaboration with staff and consultant modelers); development of the approach and completion of greenhouse gas and criteria emission analyses; preparation and presentation of data needed to demonstrate benefits to California's designated priority populations; collaboration with clients to develop zero-emissions vehicle pilots and demonstration projects, including innovative partnering with California Institutions of Higher Education (IHEs). Through this work, Deborah has built a broad network of strong working relationships that help her serve her clients throughout the West Coast and elsewhere.

DKS Associates

DKS has experience in transportation safety, ranging from national safety research to local spot location studies. DKS team members have led more than 200 transportation safety projects for state and local agencies throughout the United States. DKS' safety projects include Vision Zero Action plans, Local Road Safety Plans (LRSP), State Strategic Highway Safety Plans, corridor and hot spot safety needs investigations, road safety audits, and systemic safety action plans. DKS staff have led the educational components of safety projects (from large DOTs to municipalities/small cities) to help communicate and educate stakeholders and applicable agencies on their safety programs. Recent local projects include the Multi-Agency Active Transportation Plan for the cities of Yorba Linda and Placentia, as well as the City of West Hollywood's Target Zero Vision Plan.

The DKS team understands the importance of an Active Transportation Plan that addresses community needs while maximizing school safety to make sure students, teachers, parents, and visitors arrive at their destination safely. The DKS team will apply their expertise in outreach and effective communication to augment the stakeholder outreach with bilingual services as the team meets with the communities and schools. The team will raise regional awareness of the project and its goals while providing online resources that allow for extensive virtual input through the Social Pinpoint platform. Their staff specializes in stakeholder facilitation and engagement, public outreach, and public education programs.

Rock E. Miller and Associates

Rock Miller has over 45 years of experience in traffic engineering and transportation planning. Specifically, he has a strong background in traffic operations, traffic signal timing, traffic signal design, traffic safety, active transportation, and many related disciplines. He has resided in Orange County for his entire career—which started in his role as City Traffic Engineer for the City of Costa Mesa—but he has provided consultant services throughout the US and Western Canada. Rock spends approximately 40% of his time consulting on safety matters that may result in litigation, mostly on behalf of public agencies and their representatives. He spends about 25% of his time on traffic engineering projects, focusing on his interest areas, traffic signal operation and bikeways. His remaining time is spent on non-profit work for ITE, Transportation Research Board, the National Committee on Uniform Traffic Control Devices, and Caltrans Safety Initiatives.

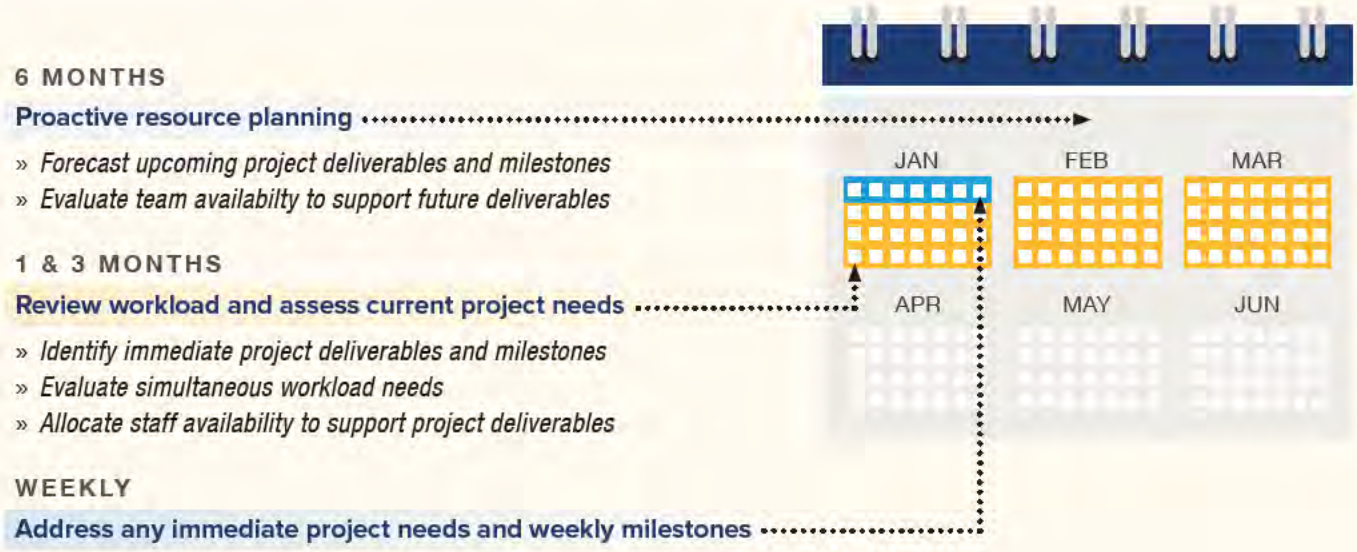
PROJECT MANAGEMENT PLANNING APPROACH

Cost/Budget Control

Kimley-Horn has a Management Information System (MIS) that provides our contract and task order managers with a set of task order control tools to manage schedules, costs, and earned value and provide accurate billing in a manner that meets City requirements. Contract and task order managers use our MIS to monitor the task order progress on a bi-weekly basis. The MIS includes automated budget tracking to allow tighter fiscal control over all tasks and helps contract and task order managers maintain control of schedule, budget, and expenses. Each task order's work plan and specific details are entered into MIS, including expenses and labor—the system can then provide an up-to-date status report on each task order twice a month. This monitoring capability helps contract and task order managers evaluate a task order's workload requirements and develop effort estimates for each member of the team (and our entire firm). Additionally, Kimley-Horn utilizes daily electronic timesheets. This practice allows us to accurately track and bill our time; allows contract and task order managers the ability to check progress daily; and maintains compliance with federal auditing requirements set by the Defense Contract Audit Agency.

Resource Planning

The individual members of our project team were selected using two criteria: (1) their experience with related projects, and (2) their availability to assume major technical responsibilities within this contract timeframe. In order to confirm our team member's availability, Kimley-Horn uses a proactive management system known as "cast-aheads" to detail every project's personnel needs and determine each staff person's availability. This system forecasts our workload over a six-month period and helps to avoid work overload and shortfalls for each office and discipline. Cast-aheads help us confirm sufficient staff is available to meet your needs. By continuously matching project needs with staff availability, our cast-aheads system is an accurate tool for keeping our projects on schedule. Based on a review of our cast-aheads, our team members are readily available to serve you and are in an excellent position to commit themselves to delivering the scope of services outlined in the RFP.



SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT

Task 1.1: *Project Kick-Off Meeting*

Upon notice to proceed, Kimley-Horn will coordinate with the City of Costa Mesa project manager to schedule a kick-off meeting within two weeks after the commencement of work. The Kimley-Horn project manager will prepare a meeting agenda that includes team member introductions, project visioning and goal setting, project scope, schedule and budget, data needs and membership of the project management team (PMT) that will be engaged in future check in meetings and deliverable review. Kimley-Horn will establish a project task and deliverable tracking sheet that will be used to monitor project progress throughout that can be used as a standing agenda and notes document as well.

TASK 1.1 DELIVERABLES:

- ✓ Project kick-off meeting agenda
- ✓ Project kick-off meeting notes and list of attendees
- ✓ Project action and deliverable tracking sheet

Task 1.2: *Project Management Meetings*

Kimley-Horn will establish a recurring monthly meeting for the PMT to update on project progress and to get input and direction on upcoming tasks. The Kimley-Horn project manager will maintain the project action list and deliverable tracker ahead of each meeting and that tracker will serve as the meeting agenda, and depository for meeting notes and action items. The meetings will be set with a one hour schedule, but may be shorter if there are fewer discussion items, and at periods of higher project activity or key decision points, additional meetings might be scheduled.

TASK 1.2 DELIVERABLES:

- ✓ Updated Deliverable and Tracking Sheet for up to 16 PMT meetings
- ✓ Meeting documentation with list of attendees (up to 16)
- ✓ Meeting materials, including presentations or any handouts (up to 16)

Task 1.3: *Monthly Invoicing and Reporting*

Kimley-Horn will develop monthly invoices and progress reports to document project progress and expenditures. Associated progress reports will use the deliverable tracking sheet to show percent completion by task along with amount spent and the status of project deliverables being worked on that month in a bar chart format. It will also document expected work to be conducted the following month.

TASK 1.3 DELIVERABLES:

- ✓ Monthly invoices
- ✓ Progress reports

TASK 2 – EXISTING CONDITIONS AND SAFETY ASSESSMENT ANALYSIS

Task 2.1: *Existing Conditions and Planning Context*

The Kimley-Horn team will review the City's Circulation Element and transportation policies, Active Transportation Plan, Local Road Safety Plan, Pedestrian Master Plan as well as the SCAG RTP/SCS and Caltrans SHSP and VRU Safety Assessment for relevant initiatives, projects, and toolbox items that can be leveraged in this plan. Our team will also review the current state of the industry regarding SRTS plans from ITE, APA, and other known sources.

The team will visit each school site and talk with school administrators to review conditions around each school to observe:

Field Observations/Qualitative Review

- Parking and circulation during the pick-up or drop-off period at each school to better understand congestion, maneuvers and conflicts that are occurring which could conflict with pedestrian or bicycle traffic and lead to collisions. We will document points of conflict, observed moving and parking violations, and congestion which could lead to higher risk tolerance for drivers.
- Pedestrian and bicycle activity near the schools to see where students are crossing the road, which points of access they are using, and how much volume there is on nearby intersections and segments.

Quantitative Review

- Social equity metrics taken from census data, information provided by the schools and the California School Dashboard, and what is shared by the public and parents.
- Crash data will be collected from the Costa Mesa Police Department for the most recent available five-year period citywide.

School Zone Conformance Review

- Existing facilities and note those that might be missing or in need of an upgrade to verify current conditions and evaluate the existing condition from the ground point of view. The field review will cover key routes within a mile of the school site that are within the school zone attendance boundary.
- Extra Value-Added Service: Conformance review of School Zone Traffic Control with the latest updates to the California Vehicle Code (CVC) and California Manual on Uniform Traffic Control Devices (CA MUTCD) per the December 19, 2023 revision revisions to the Federal MUTCD, 11th Edition. We will work with ArcGIS mobile applications to provide field verification of signage, markings, crosswalks, speed limits, and uncontrolled traffic control. This field collected GIS data will be backchecked against each school's boundaries and local roadway classifications to promote a consistent application of school zone traffic control citywide.

The Kimley-Horn team will evaluate each school site for its own points of access to determine whether there are school site barriers that expose students to more traffic that could be eliminated to make a shorter path for access. The observed entry points as well as pick-up and drop-off areas will be documented as will locked gates or other points of access that are not open to students.

We will create a service area map for each school documenting gaps, barriers, and key needs identified through the field review and school site investigation process.

TASK 2.1 DELIVERABLES:

- ✓ Literature review
- ✓ Field notes
- ✓ Local school demographics report
- ✓ School access and circulation diagrams
- ✓ School area needs assessment maps and CVC/CA-MUTCD Conformance

Task 2.2: *Safety Assessment*

The Kimley-Horn team will review crashes that occurred near each school site with particular focus on those involving pedestrians and bicycles that occurred during school pickup and drop off windows, and which may indicate excessive speed or inattention issues that might put students, crossing guards, and other school employees at risk. The safety assessment will also include information provided by school administrators and other stakeholders regarding patterns, behaviors and near misses that they have observed that could lead to future crashes. Kimley-Horn will document the findings of the safety assessment in the existing conditions report.

TASK 2.2 DELIVERABLES:

- ✓ Crash map for each school
- ✓ Safety write-up for each school including crash observations, discussions with school staff

Task 2.3: *Tool Kit*

Kimley-Horn will work with City staff and project stakeholders to identify tools that will enhance safety for students traveling to and from school using a variety of transportation modes. Tools will be drawn from the LRSP and other documents developed by the City along with state and national guidance for bicycle, pedestrian, and traffic calming improvements. Measures to encourage more students to walk or roll to school safely could include enhanced crossing infrastructure, buffered bicycle lanes, crossing guard program expansion, walking school buses, public messaging campaigns, targeted enforcement initiatives, Spanish language outreach efforts, or new school and PTA-based safety education programs. The tool kit will include topics for all of the following six "E's":

- **Engineering** measures that slow traffic or provide better separation between vulnerable road users and vehicles
- **Evaluation** techniques to monitor implemented tools to see which ones are working best and which ones have not led to the desired outcomes
- **Equity** assessments that will help prioritize protections for those that need them most;
- **Education** programs that will continue to focus on student walking and biking habits along with messaging campaigns for parents and drivers on how to behave in school zones during periods with student activity
- **Encouragement** programs to support parents and students in decisions about walking and biking to school
- **Enforcement** strategies to reduce driving behaviors that increase risk and exposure for vulnerable road users

We will provide a balanced set of solutions which can be implemented near term to provide safety enhancements as the City works to implement a longer-term program of enhancements that will reduce and eliminate injuries related to school-oriented transportation. We will prepare conceptual maps for each school showing site and network improvements that are responsive to local needs shown in the analysis, and through discussions with the public and stakeholders. Each map will also have an accompanying inventory of programs and best practices that reflect both citywide and local school specific needs to provide a one spot overview of recommendations for each school.

TASK 2.3 DELIVERABLES:

- ✓ Opportunity map for each school
- ✓ Planning level concepts for proposed infrastructure projects
- ✓ Inventory of best practices, policy and program recommendations
- ✓ Tool kit summary that outlines tool kit elements citywide

TASK 3 – COMMUNITY STAKEHOLDER ENGAGEMENT

Task 3.1: *Stakeholder Engagement*

The PMT will work to establish a stakeholder group for this project that includes members of the Newport-Mesa Unified School District and if possible, representation from the Costa Mesa Police Department. This group will provide guidance for the overall project effort and help identify an appropriate representative from each school to participate in their individual school assessment and plan. The project team will meet with stakeholder groups from each school to get their understanding of local school specific issues which can be addressed in addition to citywide systemic challenges. Stakeholders will be invited to participate in field reviews as part of Task 3.3. Kimley-Horn will establish up to three citywide stakeholder meetings. Kimley-Horn also proposes an additional stakeholder meeting with City and police staff to build an understanding of the role of enforcement activities in plan development, implementation, and maintenance. There may also be opportunities for police staff to engage in new educational efforts, which would create a curriculum element around traffic safety.

Kimley-Horn proposes one meeting with Newport-Mesa Unified School District which would focus on systemwide challenges which have been brought to the district's attention and the potential roles district staff could play in plan development, implementation, and maintenance. The district could provide insights supporting plan initiatives as it will have records of complaints, incidents, and a role in developing new curricula. School staff will be invited to optionally participate in meetings with the school district. Once the existing conditions and safety analysis is complete, Kimley-Horn will meet with the Active Transportation Committee to provide an update on findings and to gather some initial feedback on potential best practices and solutions.

TASK 3:1 DELIVERABLES:

- ✓ Citywide stakeholder contact list
- ✓ School specific contact lists
- ✓ Citywide stakeholder meetings (3)
- ✓ Costa Mesa Police Department meeting (1)
- ✓ Newport-Mesa Unified School District meeting (1)
- ✓ Meeting with Active Transportation Committee

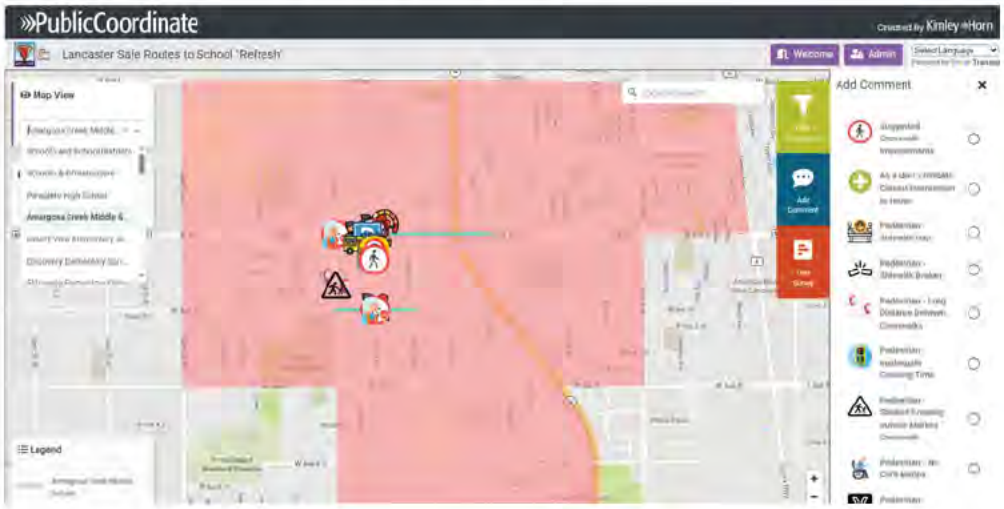
Task 3.2: *Public Coordination Survey and Map*

The Kimley-Horn team will work with City to develop content for a project website and establish interactive project maps for each school. The information collected as part of Task 2 will be shared and made available for comment and questions. Project web-based surveys will also be hosted on this site, along with presentation materials, draft deliverables, etc. The page will include widgets with third-party tools for interactive mapping. We will work with school administrators to distribute the website to parents and students. A parallel website produced in Spanish will be provided for those more comfortable in that language. Links to each will be provided in outreach material. The Kimley-Horn team proposes developing the site as a Story Map using Esri's web platform. Tabs would added for each major project milestone with text describing any findings, recommendations, or input received.

Kimley-Horn also proposed to use our mapping tool, PublicCoordinate, to collect input from residents and interested stakeholders. This mapping tool can be embedded on any webpage and readily shared through social media sites to boost public participation. Within PublicCoordinate, we will create subpages for each school. Residents will be able to use this interactive, user-friendly tool to highlight specific intersections and locations with concerns and draw segments where they would like pedestrian and bicycle facilities added or upgraded.

TASK 3.2 DELIVERABLES:

- ✓ Project website with sub-pages for each school
- ✓ Parent survey
- ✓ Summary of survey results



SCAN HERE
to see PublicCoordinate in action

Task 3.3 Community Engagement

The Kimley-Horn team will provide materials and lead in-person and virtual activities. Where appropriate, we anticipate holding both English and Spanish language events which will cover exactly the same content to create a smoother experience without the need for interpreters. We will host up to five English and Spanish workshops to meet with parents and staff to better understand the local conditions at each school and the challenges associated with walking and biking in the area. If possible, these workshops would be held in parallel to allow cross discussion and sharing of findings before and after. Where feasible, adjacent schools will be combined to have joint workshops. Associated with those workshops, our team will lead a walking tour of the area around the school to see and hear what residents encounter as they and their children travel to school. The Kimley-Horn team will prepare a presentation for each school using material that will be included in the individual Safe Routes to School Report. Materials will be shared on the project website as well. We will develop an interactive student focused activity to help students engage with the process in a way that can lead to meaningful understanding of the project, its objectives, and how they can be part of the solutions when the plan is being implemented.

TASK 3.3 DELIVERABLES:

- ✓ English language workshops
- ✓ Spanish language workshops
- ✓ Field walking tours/walk audits
- ✓ Technical Memorandum: Outreach summary

TASK 4 – COMPILATION OF FINAL ACTION PLAN DOCUMENT

Task 4.1: *School Profiles*

The Kimley-Horn team will create an existing conditions profile for each school summarizing the various information collected in the previous tasks. The profile will include maps and information summaries to help highlight areas where crashes overlap with missing infrastructure or where potential walking routes are not available due to lack of a direct or safe route.

We will evaluate each school site for its own points of access to determine whether there are school site barriers that expose students to more traffic that could be eliminated to make a shorter path for access. The observed entry points as well as pick-up and drop-off areas will be documented as will locked gates or other points of access that are not open to students.

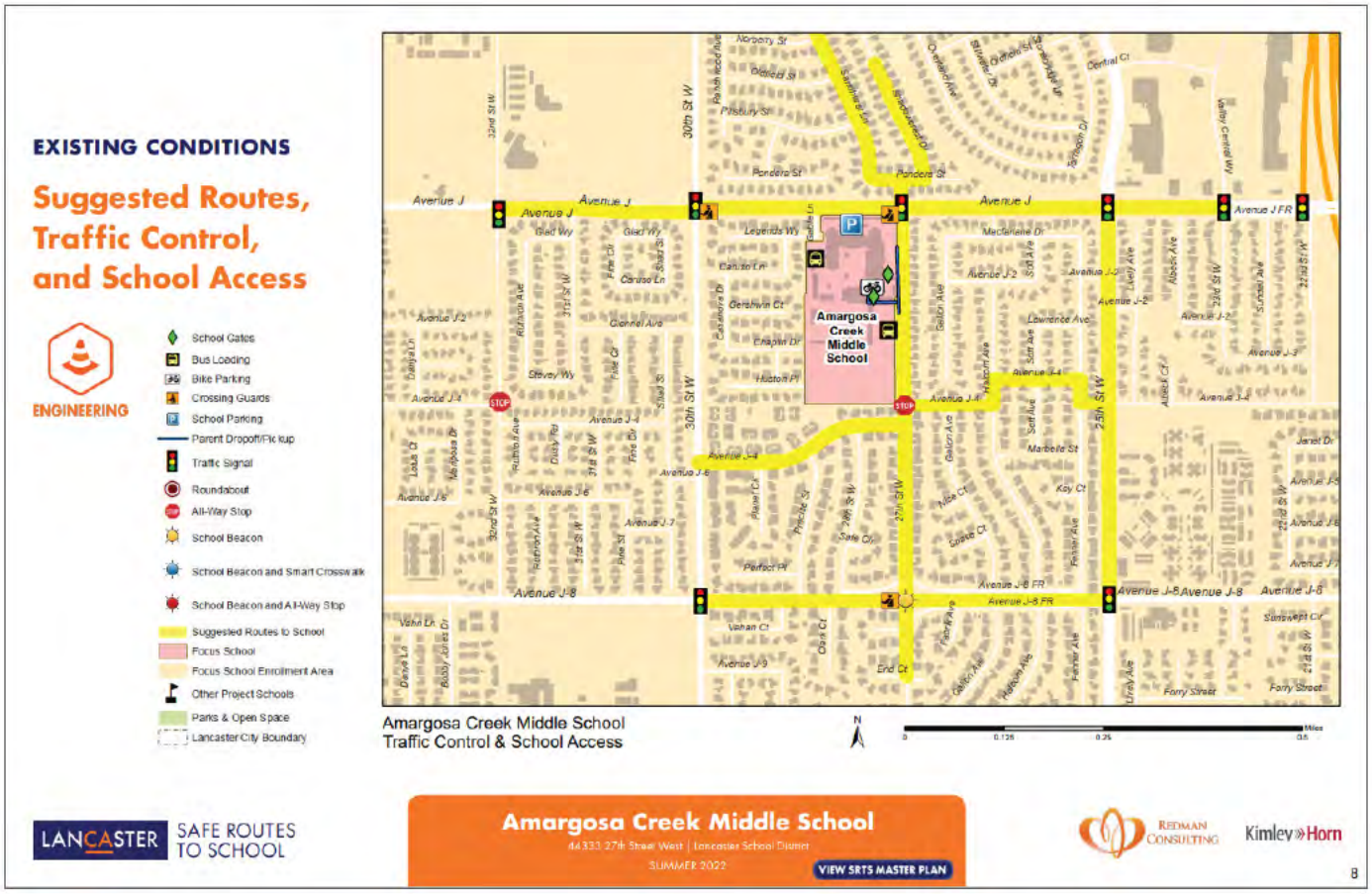
TASK 4.1 DELIVERABLES:

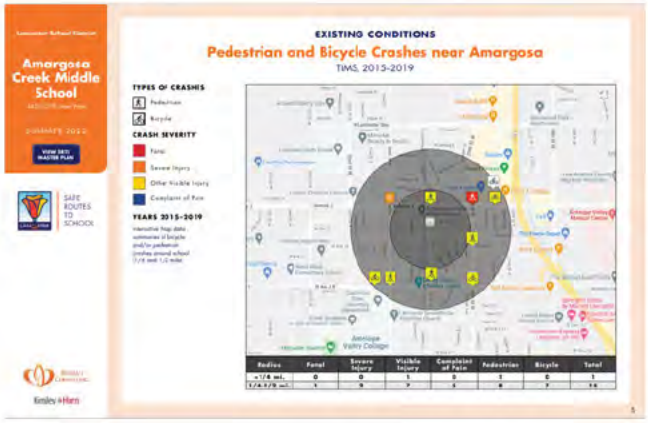
- ✓ Existing Conditions Report including:
  - Profile write-up for each school (19)
- ✓ Student tally results

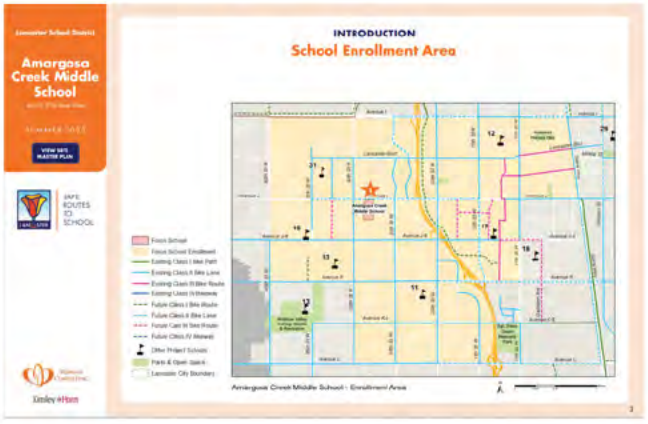
In addition, Kimley-Horn will coordinate with the schools to collect the student travel surveys. The surveys will be conducted for two typical weekdays from Tuesday to Thursday.

Our team will review the existing conditions profile with City staff and document where there are missing facilities or any that need upgrading. The information collected in Task 3.1 will be used as a starting point, with new needs being added where needed based on the subsequent data collection. Factors evaluated for needs identification will include:

- Pick-up and drop-off activity on nearby neighborhood streets
- Level of impact of pick-up and drop-off activity to neighborhood safety and traffic operations
- Campus trips by mode and whether they are inbound or outbound
- Primary routes to campus
- Crossing guard utilization







Task 4.2: *Improvement Plans*

Based on team findings, City input, and community input, we will develop a menu of best practices for safety and accessibility, using the six "e's"—engineering, evaluation, equity, education, encouragement, and enforcement strategies. We will work with City staff to select the best projects that will furthest advance the project objectives. Kimley-Horn and City staff will schedule a meeting with each school and its stakeholders to discuss the proposed projects and initiatives and gather feedback on the included elements before developing the school's individual Safe Routes to School Plan.

The Kimley-Horn team will then compile the improvement plans into a cohesive report for each school outlining the process, findings, and reasons that led to each project or initiative that was identified for the school. The plan will be sufficiently detailed to allow schools and stakeholders to provide informed opinions about how projects should be prioritized, whether or not the school's needs are met by the plan, and how they can participate in the implementation process.

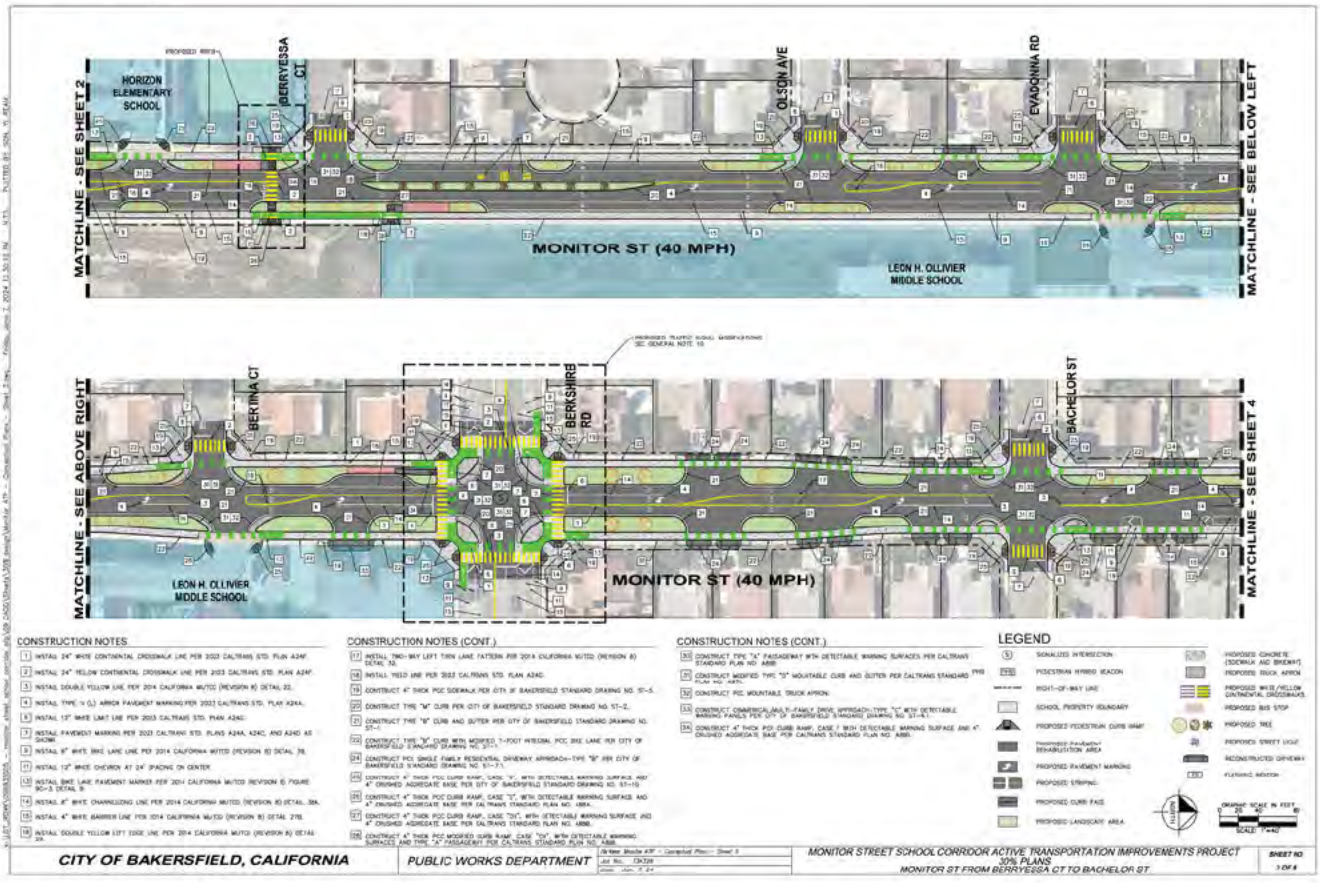
The plans will include conceptual figures and factsheets for proposed improvements that have been sufficiently defined for future grant prioritization. Plans will be developed with the public in mind and will use graphics and simple language to convey ideas, avoiding industry jargon or technical terms that might not be familiar to non-practitioners.

TASK 4.2 DELIVERABLES:

- ✓ Individualized Safe Routes to School Plans (19)
- ✓ Stakeholder review meetings
- ✓ 30% Implementation Plans (3 Projects)

30% Implementation Plans

The end goal of this Action Plan is to drive projects to the next level of the SS4A "Implementation" for construction and/or other grant funding sources. For the progress of this specific task, Kimley-Horn will prepare "higher detailed" 30% level conceptual engineering plans and cross-sections for the development of up to three identified projects for the next level "Implementation" stages for grant-ready improvement. Alternatives will be developed for traffic calming, bike facilities, transit stops, and pedestrian safety measures with "synergistic" metrics that can combine multiple schools and/or other identified elements/locations as stated from the City's LRSP, ATP, and PMP that will give the City the greatest return on investment. Once the City approves the geometric concept plans, Kimley-Horn will prepare a preliminary cost estimate so the City can be confident the project can be delivered within budget.



Task 4.3: *Final Report*

Kimley-Horn will prepare a final report that will synthesize the action items and associated costs from the 19 individual school reports so that City staff can work with the program holistically and to aid in development of capital improvement programs. The report will provide context and document the overall findings through the various individual school planning efforts, outline the processes followed and key findings. The report will also summarize the outreach processes, stakeholder feedback received, and will reference each of the 19 individual reports as a packaged document set. The final report will be prepared with public consumption in mind and be easily followed by non-technical readers. Our proposal assumes that consultant team staff will assist with up to three presentations to City Council or city committees to aid in plan approval and adoption.

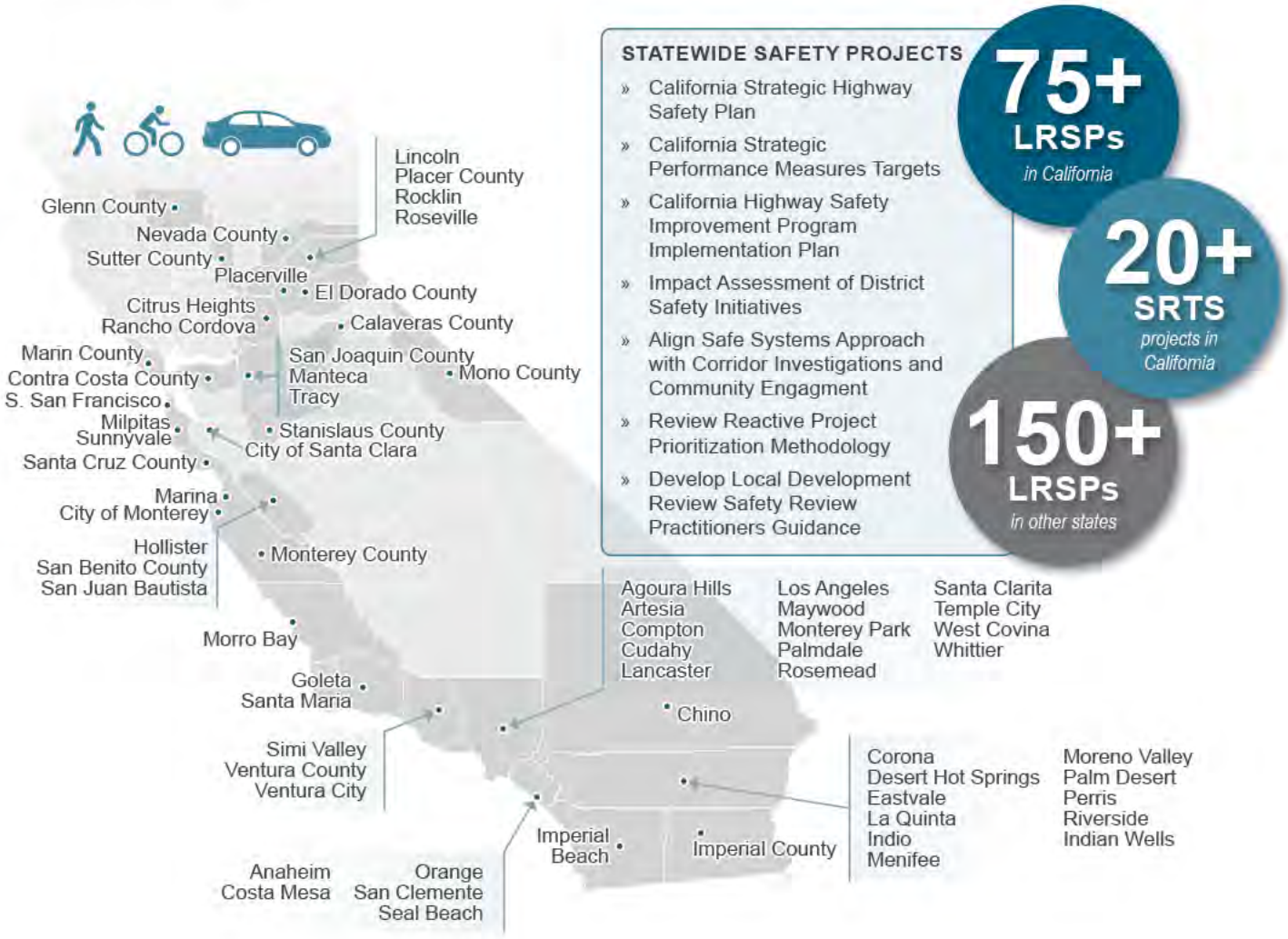
TASK 4.3 DELIVERABLES:

- ✓ Draft and Final Safe Routes to School Action Plan

EXPERIENCE AND RECORD OF SUCCESS ON SIMILAR PROJECTS

PROJECT EXPERIENCE

Kimley-Horn has a diverse portfolio of experience which includes both safety planning and engineering, and bicycle and pedestrian facility planning safety design. The projects below highlight our team's comprehensive statewide safety experience within the last eight years. Each project was completed, or is in the process of being completed, by members of our project team within budget and on schedule. This gives us the ideal background to be able to complete your SRTS project on your terms. Detailed descriptions of several recent, directly related projects can be found on the following pages of this proposal.



Similar Projects

City of Costa Mesa, LRSP, Costa Mesa, CA

Kimley-Horn is working with the City of Costa Mesa to enhance the roadway safety and identify factors contributing most to local traffic crashes and better position the City for safety funding from state and federal grant programs. The goal of this LRSP is to develop countermeasures that can be systemically implemented to reduce the risk of crashes on City streets. The LRSP will identify the factors associated with the most vehicle crashes particular to the City and will identify matching countermeasures to reduce or eliminate those crashes.

City of Lancaster, Safe Routes to School Master Plan, Lancaster, CA

Kimley-Horn is currently working with the City of Lancaster to update their 2016 Safe Routes to School Master Plan for 30 public schools. The refreshed plan will incorporate enhanced community outreach and engagement activities as a result of the COVID-19 pandemic, which include gathering input from students, teachers, parents, and administrators regarding the effectiveness of different elements of the program. The plan will also focus on changes in travel patterns and updated profiles of the City's transportation system to confirm that the program will be adapted to suit those elements. One of the key project objectives is to minimize conflicts between roadway users and students by creating a safe environment for walking and cycling to school while also working toward the City's Vision Zero safety goals through improved engineering, education, and enforcement approaches.

City of Agoura Hills, On-Call Traffic Engineering and Safe Routes to School Services, Agoura Hills, CA

Kimley-Horn has been providing staff augmentation services to the City of Agoura Hills as a part-time City Traffic Engineer for nearly eight years. Kimley-Horn staff provide general on-call traffic engineering services, project management, staff augmentation, and engineering services for a variety of infrastructure and capital improvement projects and city programs/services. As part of the on-call, Kimley-Horn team has addressed safety and mobility concerns for multiple schools and implemented SRTS improvements across the City.

City of Diamond Bar, Professional On-Call Traffic, Transportation, and Safe Routes to School Services, Diamond Bar, CA

Kimley-Horn was recently selected for providing On-Call Traffic Engineering services by the City of Diamond Bar based on our performance on the Adaptive Traffic Control Systems Design and Implementation project, which is the first citywide adaptive control system deployment in California. As part of the on-call, the Kimley-Horn team has addressed safety and mobility concerns for multiple schools and implemented SRTS improvements across the city. Additional traffic engineering services we have provided include a review of parking studies, traffic control plans, developmental review, traffic signal timing improvements, TMC support and communication systems support to the City staff.

City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA

Kimley-Horn developed a Sustainable Transportation Plan for the City of Palmdale that focused on improving roadway safety and reducing vehicle miles traveled to help the City achieve its sustainability goals. This project included a review of school circulation pick-up and drop-off operations at several city schools to both enhance traffic safety and to encourage more walking and biking trips to school. The project included a robust review of historical traffic safety, identification of trends and patterns in traffic crashes, and development of a toolbox of safety improvements that the City can draw from to eliminate higher risk roadway conditions as resources allow. The study also included a review of existing travel patterns and trip lengths to determine which portions of the City generate the most vehicle-miles traveled (VMT), and what methods and tools the City can use to make its development more sustainable. The study also included an assessment of equity to help plan equitable benefits to all Palmdale residents.

City of Menifee, Active Transportation Plan, Menifee, CA

Kimley-Horn assisted the City of Menifee in their development of an Active Transportation Plan to meet their goals and vision for providing a transportation system that supports walking, bicycling, public transit, and automobiles. We assisted in the development of the proposed active transportation networks for the City based on community input and data collection as well as creating a pedestrian and bicycle toolbox for the City to use during implementation of the proposed infrastructure and non-infrastructure projects. Our team coordinated the robust public engagement process, including a series of workshops, outreach "pop-up" events, a demonstration project, and online engagement that provided multiple opportunities for residents to participate and provide input on the Active Transportation Plan. The project was completed on time (18 months) and within budget. Since the plan's adoption, the City has already completed two major pedestrian improvement projects identified in the plan.

City of Artesia, Active Transportation Plan, Artesia, CA

Kimley-Horn was selected by the City of Artesia to prepare an Active Transportation Plan that prioritizes citywide pedestrian and bicycle improvements and complements visioning efforts for their commercial and historic districts as well as improvements to the South Street Corridor and Pioneer Boulevard/Downtown Specific Plan that had already taken place. We were responsible for analyzing existing bicycle and pedestrian environments, identifying potential bicycle and pedestrian improvement projects, and helping to create project cut sheets that are ready for the City to submit for grant funding. Kimley-Horn was also responsible for developing 30% plans for two priority projects identified through the prioritization process. The project was completed within budget and with minimal disruptions to the schedule due to COVID-19. Elements of this plan, particularly the Pioneer Boulevard 30% design, assisted with developing recommendations and guidance for a future Downtown Specific Plan to transform Downtown Artesia.

City of Moreno Valley, Roadway Safety Audit (RSA), Moreno Valley, CA

Kimley-Horn completed the Caltrans PES Form for this project, which will implement signage and striping improvements to address safety issues along Kitching Street as well as Ironwood Avenue, both important neighborhood roadways in the City of Moreno Valley. The project was needed because crash data analyses and field observations indicate that roadway modifications could improve conditions related to injurious crashes involving motorists, bicycles, and pedestrians. The plan included a school circulation and multimodal access study for inclusion in the local road safety plan.

City of Bakersfield, Monitor Street School Corridor Active Transportation Improvements, Bakersfield, CA

Kimley-Horn is currently working with the City of Bakersfield to identify improvements that can be implemented to a 2.8 mile stretch of the Monitor Street school corridor. The corridor contains several signalized intersections, stop-controlled intersections, and T-intersections. Existing pedestrian facilities consist of concrete sidewalk and access ramps at the intersections. The challenges the corridor faces include wide streets, long distances between intersections, lack of landscaping, poor parking and bicycle lane striping, and reduced visibility. Kimley-Horn is conducting a preliminary study of the corridor and preparing conceptual designs for proposed improvements. Our team is also providing support to the City's pavement rehabilitation program through signing and striping plans. Following the preliminary study, Kimley-Horn will work with the City to engage local stakeholders and community members to gather input and feedback on the conceptual designs. Once outreach and preliminary engineering is complete, our team will identify available grant funding opportunities and compile the information in a report to the City.

City of Whittier, LRSP, Whittier, CA

Kimley-Horn developed an LRSP for the City of Whittier that identified the trends and patterns for traffic collisions in the city and included a customized toolbox of countermeasures that address the most common local challenges that align with statewide funding priorities. Kimley-Horn facilitated presentations to the City's Parking and Transportation Commission and City Council.

City of Anaheim, Local Roadway Safety Plan, Anaheim, CA

The City of Anaheim received grant funding from Caltrans to conduct an LRSP to help the City identify and prioritize the most effective ways to improve traffic safety for all users, as part of a statewide goal to reduce traffic injuries and fatalities. The LRSP addresses safety through roadway improvements, measures to modify driver behavior, and improved emergency response. The LRSP resulted in a set of data driven recommendations, coupled with input from key stakeholders representing the four Es of safety included in the Strategic Highway Safety Plan: engineering, enforcement, education, and emergency services. Kimley-Horn is developing the LRSP for the City which includes a customized toolbox of countermeasures that address the most common local challenges that align with statewide funding priorities.

City of Eastvale, Systemic Safety Analysis Report Program and Local Roadway Safety Plan, Eastvale, CA

Kimley-Horn prepared an SSAR for the City of Eastvale. The approach was tailored to satisfy the requirements of Caltrans' LRSP Program per guidance received from Caltrans program managers. Our team reviewed City crash activity for hot spots and the relative severity of crashes as well as the types and contributing factors that are typical for the city. Site-specific, systemic, and non-infrastructure countermeasures were developed using analysis results, stakeholder input, and City priorities. The resulting plan provided the foundation for HSIP and other grant applications. We are also working with the City to develop an LRSP that will satisfy both local priorities and the LRSP guidance issues by Caltrans and the FHWA as well as lay the foundation for an ongoing program of safety analysis and countermeasure development suitable for a first step in a long-term Vision Zero strategy. The plan included a school circulation and multimodal access study for inclusion in the local road safety plan.

City of Perris, Local Roadway Safety Plan, Perris, CA

Kimley-Horn assisted the City of Perris with the LRSP to help and prioritize the most effective ways to improve traffic safety for all users, as part of a statewide goal to reduce traffic injuries and fatalities. The LRSP addressed safety through roadway improvements, measures to modify driver behavior, and improved emergency response. The LRSP ultimately resulted in a set of data driven recommendations, coupled with input from key stakeholders representing the four E's of safety included in the SHSP: engineering, enforcement, education, and emergency services.

City of Goleta, Systemic Safety Analysis Report Program and Local Road Safety Plan, Goleta, CA

The City of Goleta was awarded an SSARP subsidiary grant in 2016, and selected Kimley-Horn to prepare an SSARP in 2018. The SSARP focuses on selected major corridors within the city and is informed by citywide safety performance to determine what crash patterns stand out and lend themselves to cost-effective countermeasures. The selected crash locations will be used to develop template projects that will be part of a toolbox that the City can use to simplify the process of identifying higher risk locations and appropriate treatments citywide. The City was recently awarded additional funding to conduct a LRSP, and Kimley-Horn will expand the traffic safety study to incorporate the LRSP elements.

City of Seal Beach, Local Roadway Safety Plan, Seal Beach, CA

Kimley-Horn developed an LRSP that addressed unique transportation and roadway element requirements while providing a framework to systematically identify and analyze safety problems and reduce fatalities and serious injuries on public roads. The recommended safety improvements were tailored to the City's local needs and issues while also aligning with the California SHSP and Federal HSIP for funding eligibility. Our tasks included an evaluation of best safety practices and common safety challenges in the city, along with developing a customized toolbox of countermeasures that address the most common local engineering, enforcement, education, and emerging technology challenges. Our team reviewed collisions, potential countermeasures, and active transportation enhancements at the couplet intersection of Seal Beach Boulevard and Golden Rain Road, which is the main entrance to Leisure World.

City of La Quinta, Systemic Safety Analysis Report Program, La Quinta, CA
The City of La Quinta selected Kimley-Horn to provide engineering services to prepare an SSARP, including 10 major corridors, 15 major intersections, and the development and prioritization of traffic safety countermeasures. Within the city limits between 2007 and 2016, there were 910 crashes. Most of the data will come from SWITRS and support from the La Quinta Police Department collision records. The report will focus on addressing safety concerns mainly for vehicular patterns with some construction for pedestrians and bicycles; between 2007 and 2016 there were 17 crashes involving a vehicle and a bicycle or pedestrian. The goal is to provide the City with an overall understanding of available traffic data and safety analysis to identify areas with a high risk for crashes that will allow the City to plan for future safety improvements for the immediate, mid-range, and long-term. This document will trigger projects that will be well defined for future HSIP grant cycles.

COST PROPOSAL

Per the City's RFP, we have provided our fee schedule/pricing information for the project using Appendix B, Fee Schedule, submitted in a separate PDF. Our cost proposal shall be valid for a minimum of 180 days following submission.

FINANCIAL CAPACITY

Kimley-Horn and Associates, Inc. is a full-service engineering and consulting firm with approximately 7,500 employees and 128 offices in 29 states, the District of Columbia, and Puerto Rico. The Company had 2023 revenues of $2.4 billion. Kimley-Horn has been in business since 1967. We are financially strong, and we are committed to our continued financial health. As of December 31, 2023, the Company had total assets of $1.6 billion and stockholder's equity of approximately $314 million. In addition to the financial resources noted, Kimley-Horn also has an untapped $125 million line of credit available for short-term cash flow needs. The Company's cash flow continues to be very strong. We maintain a disciplined focus on business fundamentals, operate the firm conservatively, and our internal controls and business standards are designed to keep our foundation strong. Kimley-Horn uses two institutional lenders, Wells Fargo and PNC. If necessary, reference information can be obtained from the following contacts:

Michael Pugsley
Senior Vice President, Wells Fargo Bank, N.A.
150 Fayetteville Street, Suite 600
PO Box 3008
Raleigh, NC 27601
(919) 881-6469

Lesley Wilson
SVP, Relationship Manager, The PNC Financial Services Group
301 Fayetteville Street, 21st Floor
Raleigh, NC 27601
(919) 788-7573

For any questions regarding Kimley-Horn's financial status, please contact Lindsey Balltzglier, Controller, at (919) 678-4141.

DISCLOSURE

Neither Kimley-Horn nor any of its employees have any known potential conflicts of interest due to other clients, contracts, or property interests arising from this contract. To the best of Kimley-Horn's knowledge, there are no past or current business/personal relationships with any current Costa Mesa elected official, appointed official, or City employee that would cause a conflict of interest in performing our services for the City of Costa Mesa.

PROFESSIONAL SERVICES AGREEMENT

Kimley-Horn has reviewed the sample Professional Services Agreement and would like to discuss the following modifications with the City that are congruent with previously negotiated terms.

1.0. Services Provided by Consultant

1.2 Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. ~~Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.~~

1.4 Warranty. Consultant ~~warrants that it~~ shall exercise the professional standard of care to perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgements of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's negligent performance under this Agreement.

5.0. Insurance

5.1. Minimum Scope and Limits of Insurance.

(d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence and aggregate. ~~Architects' and engineers' coverage shall be endorsed to include contractual liability.~~ If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

6.0. General Provisions

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, ~~at Consultant's sole expense,~~ from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees to the extent arising out of the negligent performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall ~~apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall~~ be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, ~~and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable~~. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

APPENDIX

RESUMES

We have provided resumes for our team members on the following pages.

FORMS

Per the City's RFP, we have included the following required forms (excluding our fee schedule) following the resumes:

1. Vendor Application Form
2. Company Profile & References
3. Ex Parte Communications Certificate
4. Disclosure of Government Positions
5. Disqualifications Questionnaire
6. Bidder/Applicant/Contractor Campaign Contribution
7. Addendum No.1

Active Transportation Expert

Darryl dePencier, AICP, GISP, RSP$_{2B}$

Project Manager

Darryl has been leading transportation safety projects for more than 17 years, including more than 40 recent SRTS, SSARs, LRSPs, and RSAs. He has developed a number of tools to root out the spatial relationships between collision events to determine the factors and conditions that increase the probability of vehicle crashes. His experience ranges from establishing safety policy language, network screening, crash site engineering reviews, and developing countermeasure toolboxes. Darryl also conducts statistical analyses of crash activity using methods presented in the HSM, the Local Roadway Safety Manual, and customized analyses for unusual locations or conditions. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate all of the four Safety Es (Engineering, Education, Enforcement, and Emergency Medical Services). Work products include guidance documents, LRSPs, safety thresholds, safety audits, and local countermeasure recommendations.

Professional Credentials

- Master of Science, Urban Spatial Analytics, University of Pennsylvania
- Bachelor of Arts, Geography, Carleton University
- Certificate of Geographic Information Systems, Algonquin College
- Geographic Information Systems Professional (GISP) #59317
- American Institute of Certified Planners #026552
- Road Safety Professional 1 #279
- Road Safety Professional 2B #17

Relevant Experience

- **City of Riverside, LRSP, Riverside, CA** – Project Planner
- **City of Lancaster, SRTS Plan, Lancaster, CA** – Project Planner
- **Caltrans, Vulnerable Road User Safety Assessment, Statewide, CA** – Project Manager
- **City of Bakersfield, Neighborhood Traffic Calming Plan, Bakersfield, CA** – Project Manager
- **City of Bakersfield, Active Transportation Plan, Bakersfield, CA** – Project Manager
- **City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA** – Project Manager
- **Caltrans, 2020-2024 Strategic Highway Safety Plan, Statewide, CA** – Project Planner
- **Caltrans, CMAS Safety Performance Management Target Setting Analysis, Statewide, CA** – Project Planner
- **City of Palm Desert, SRTS Program Development and Funding, Palm Desert, CA** – Project Manager
- **City of Menifee, Active Transportation Plan, Menifee, CA** – Project Advisor
- **City of Artesia, Active Transportation Plan, Artesia, CA** – Project Advisor
- **City of Santa Clarita, Bicycle and Pedestrian Safety Plan, Santa Clarita, CA** – Project Manager
- **City of Indian Wells, Safety Action Plan, Indian Wells, CA** – Project Manager
- **City of Desert Hot Springs, LRSP, Desert Hot Springs, CA** – Project Manager
- **City of La Quinta, Systemic Safety Analysis Report, La Quinta, CA** – Project Planner
- **City of Indio, LRSP, Indio, CA** – Project Principal
- **Imperial County, LRSP, Imperial County, CA** – Project Manager
- **Imperial County, Systemic Safety Analysis Report, Imperial County, CA** – Project Manager
- **City of Tracy, LRSP, Tracy, CA** – Project Manager
- **City of Artesia, LRSP Artesia, CA** – Project Manager
- **City of Seal Beach, LRSP, Seal Beach, CA** – Project Planner
- **City of Anaheim, LRSP, Anaheim, CA** – Project Planner
- **City of Eastvale, LRSP, Eastvale, CA** – Project Manager
- **City of Perris, LRSP, Perris, CA** – Project Manager

Jean Fares, TE

Principal-in-Charge

Jean has more than 30 years of professional experience in the fields of traffic and transportation engineering, including systematic safety analysis, traffic signal design (over 2,000 locations), signal system design (over 1,500 locations), traffic signal timing (over 2,500 locations), traffic operations, signing and marking plans preparation, and traffic control plans. Jean has been in the principal-in-charge or project manager role for many of our safety studies. In addition to his safety, signal design, and corridor signal operations experience, Jean has extensive experience with intelligent transportation systems (ITS) technologies.

Professional Credentials

- Bachelor of Science, Architecture, California State Polytechnic University, Pomona
- Professional Traffic Engineer in California #2097
- Institute of Transportation Engineers (ITE), Member

Relevant Experience

- **City of Riverside, LRSP, Riverside, CA** – Principal-in-Charge
- **City of Menifee, LRSP, Menifee, CA** – QC/QA Manager
- **City of Eastvale, SSAR, Eastvale, CA** – QC/QA Manager
- **City of Eastvale, LRSP, Eastvale, CA** – QC/QA Manager
- **City of Corona, LRSP, Corona, CA** – Principal-in-Charge
- **City of Palm Desert, LRSP, Palm Desert, CA** – Project Manager
- **City of Perris, LRSP, Perris, CA** – QC/QA Manager
- **City of Palmdale, Palmdale Sustainable Transportation Plan, Palmdale, CA** – Principal-in-Charge
- **City of Indio, LRSP, Indio, CA** – Project Manager
- **City of La Quinta, SSAR, La Quinta, CA** – Project Manager
- **City of Anaheim, LRSP, Anaheim, CA** – Principal-in-Charge
- **City of Orange, LRSP, Orange, CA** – Principal-in-Charge
- **City of Seal Beach, LRSP, Seal Beach, CA** – Principal-in-Charge
- **City of San Clemente, LRSP, San Clemente, CA** – QC/QA Manager
- **City of Santa Clarita, Citywide SSAR, Santa Clarita, CA** – Project Manager
- **City of Santa Clarita, LRSP, Santa Clarita, CA** – Project Manager
- **City of Ventura, SSAR, Ventura, CA** – Project Engineer
- **City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA** – Principal-in-Charge
- **City of Fontana, LRSP, Fontana, CA** – Project Manager
- **City of Santa Clarita, LRSP, Santa Clarita, CA** – Project Manager
- **City of Compton, LRSP, Compton, CA** – Project Manager
- **County of Ventura, LRSP, Ventura County, CA** – Principal-in-Charge
- **County of Imperial, SSAR for Varied Roadways, Imperial County, CA** – Project Manager
- **County of Riverside, On-Call Traffic Engineering Services, Riverside County, CA** – Project Manager
- **VCPWA, LRSP and Box Canyon Road RSA, Ventura County, CA** – Principal-in-Charge
- **County of Riverside, On-Call Traffic Engineering Services, Riverside County, CA** – Project Manager
- **City of Chino, On-Call Traffic Engineering Services, Chino, CA** – Project Manager

Active Transportation Expert

Sowmya Chandrasekhar, PE, TE, PTOE

QC/QA Manager

Sowmya has over 16 years of professional experience as a transportation engineer. She is experienced in SRTS, corridor operational analyses, traffic impact analyses, traffic signal designs, illumination designs, temporary/permanent traffic control plans, traffic control warrant analyses, parking studies, pedestrian studies, crash analyses, and innovative intersection improvements. Sowmya has provided support for the development of transportation simulation models, preparation of ATP/HSIP grant applications, and review of connected vehicle applications for agencies.

Professional Credentials

- Master of Science, Civil Engineering, Missouri University of Science & Technology
- Bachelor of Science, Civil Engineering, Visvesvaraya National Institute of Technology, India
- Professional Engineer in California #83100
- Professional Traffic Engineer in California #2760 and Texas #109776
- Professional Traffic Operations Engineer #3323

Relevant Experience

- **City of Lancaster, SRTS Master Plan, Lancaster, CA** – Senior Traffic Engineer
- **City of Lancaster, Paraclete High School SRTS Plan, Lancaster, CA** – Senior Traffic Engineer
- **City of Lancaster, LRSP, Lancaster, CA** – Project Manager
- **City of Lancaster, Pedestrian Gap Closures and Street Lighting, Lancaster, CA** – Senior Project Engineer
- **City of Simi Valley, LRSP, Simi Valley, CA** – Project Engineer
- **City of Los Angeles, Department of Recreation and Parks, Griffith Park Safety & Mobility Active Transportation Project, Los Angeles, CA** – Project Manager
- **City of Diamond Bar, On-Call Civil and Traffic Engineering Services, Diamond Bar, CA** – Project Manager
- **City of Diamond Bar, Neighborhood Traffic Management Plan (NTMP) on North Del Sol Lane and Highland Valley Road, Diamond Bar, CA** – Project Manager
- **City of Diamond Bar, Quail Elementary School Study, Diamond Bar, CA** – Project Manager
- **City of Diamond Bar, Castle Rock Elementary School Study, Diamond Bar, CA** – Project Manager
- **City of Malibu, On-Call Traffic and Civil Engineering Services, Malibu, CA** – Senior Project Engineer
- **City of Laguna Niguel, Rancho Niguel Road and Rancho Azul Corridor Operations and Safety Study, Laguna Niguel, CA** – Senior Project Engineer
- **City of Buena Park, On-Call Transportation Engineering Services, Buena Park, CA** – Project Manager*
- **City of Buena Park, SRTS ATP Grant Application Support, Buena Park, CA** – Project Manager*
- **City of Thousand Oaks, Thousand Oaks Boulevard Short Corridor Pedestrian Study, Thousand Oaks, CA** – Project Manager*
- **California State University Long Beach Pedestrian Crossing Studies, Long Beach, CA** – Project Engineer*
- **City of Santa Monica, Design Services for SRTS Pedestrian Improvements, Santa Monica, CA** – Project Engineer*
- **NYCDOT, SRTS Program, New York City, NY** – Graduate Intern*

**Prior to joining Kimley-Horn*

Active Transportation Expert

Professional Credentials

- Bachelor of Science, Ecology, University of California, Irvine
- Professional Engineer in California #91422 and Arizona #63514
- Professional Traffic Engineer in California #2692
- Institute of Transportation Engineers (ITE), Member
- Intelligent Transportation Society of America (ITS America), Member
- Orange County Traffic Engineering Council (OCTEC), Past President

Ryan Calad, PE, TE

Action Plan

Ryan has over 18 years of experience and is a recognized leader in the transportation and public works field. He has served in leading roles on many transportation and public works projects and has extensive experience managing projects. He has an extensive planning and design background and is effective at anticipating and resolving problems and issues on concurrent projects involving multi-disciplined project teams, agencies, and subconsultants.

Relevant Experience

- **Town of Apple Valley, SRTS Master Plan, Apple Valley, CA** – Project Manager*
- **Town of Apple Valley, Town-Wide School Zone Analysis and LRSP, Apple Valley, CA** – Project Manager*
- **City of Culver City, Culver Boulevard Class IV Bike Lane Gap Closure, Culver City, CA** – Project Manager*
- **City of Long Beach, Studebaker Road Complete Streets Project, Long Beach, CA** – Task Manager*
- **City of Baldwin Park, SRTS Plan, Baldwin Park, CA** – Task Manager*
- **Town of Apple Valley, The "Village" SR 18 Corridor Enhancement Plan, Apple Valley, CA** – Project Manager*
- **Caltrans, Coast Highway Intersection Improvement Feasibility Study, Laguna Beach, CA** – Project Manager*
- **City of Anaheim, On-Call Traffic Engineering Services, Anaheim, CA** – Contract Manager*
- **SBCTA Metrolink Station First Mile/Last Mile Improvement Project PS&E, San Bernardino County, CA** – Project Manager*
- **City of La Habra, Imperial Middle School/Las Positas Elementary School Circulation Analysis, La Habra, CA** – Project Manager*
- **Daisy-Myrtle Bike Boulevard, Long Beach, CA** – Senior Engineer*
- **3rd Street and Broadway Cycletrack PS&E, Long Beach, CA** – Senior Engineer*
- **County of Los Angeles, Willowbrook 2 (AHSC) Complete Streets Project,, Los Angeles, CA** – Project Manager*
- **City of Los Angeles, On-Call: Project Design Services for Affordable Housing and Sustainable Communities Round 5 Projects Transportation Improvements, Los Angeles, CA** – Traffic Task Manager*
- **City of Long Beach, As-Needed Traffic Engineering and Transportation Planning Services, Long Beach, CA** – Contract Manager*
- **City of Pomona, On-Call Traffic Engineering Services, Pomona, CA** – On-Call Assistant City Traffic Engineer*

** Prior to joining Kimley-Horn*

Active Transportation Expert

Professional Credentials

- Bachelor of Science, Civil Engineering, San Diego State University
- Professional Engineer in California #86490

Nicole Dias, PE

Design Plan Development

Nicole has been leading and supporting the design of multidisciplinary roadway and transit projects across Southern California for more than 12 years. She has worked on a wide range of projects from local roadway improvements to major interchange projects, from feasibility studies to final design and construction phase services. Her passion is complete streets, active transportation, and safety improvements. Nicole has worked extensively with the City of Los Angeles and Caltrans District 7 and is very familiar with the City and Caltrans' processes and requirements.

Relevant Experience

- **City of Los Angeles Bureau of Engineering, Broadway-Manchester Active Transportation Equity Project, Los Angeles, CA** – Project Manager
- **City of Los Angeles, Mission Mile-Sepulveda Project (ATP Cycle 5), PA/ED Phase, Los Angeles, CA** – Project Engineer
- **City of Los Angeles, Telfair Avenue Multimodal Bridge Over Pacoima Wash Preliminary Design and Environmental Documentation, Los Angeles, CA** – Deputy Project Manager
- **City of Los Angeles, Downtown Streetcar Independent Cost Estimate, Los Angeles, CA** – Project Engineer
- **City of Los Angeles, SR 110 Operational Improvements Project, Los Angeles, CA** – Project Engineer
- **City of Malibu, Civic Center Way Improvements, Malibu, CA** – Project Engineer
- **City of Agoura Hills, Kanan Road/Agoura Road Ultimate Intersection Improvements, Agoura Hills, CA** – Project Engineer
- **City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes, Thousand Oaks, CA** – Project Engineer
- **LA Metro, SR 138 Project Approval & Environmental Documentation (PA/ED), North Los Angeles County, CA** – Project Engineer
- **LA Metro, Willowbrook/Rosa Parks Station Improvement Project Design and Engineering Services, Los Angeles, CA** – Project Analyst
- **LA Metro, North Hollywood to Pasadena BRT Planning and Environmental Study, Los Angeles to Pasadena, CA** – Project Engineer
- **City of Lancaster, Avenue M Corridor Improvements PS&E, Lancaster, CA** – Deputy Project Manager
- **City of Lancaster, Avenue J/SR 14 (SR 138) Interchange PSR-PDS, PA/ED, and PS&E, Lancaster, CA** – Project Engineer
- **City of Lancaster, At-Grade Rail Crossing Improvements (Avenue K, J, M, G), Lancaster, CA** – Project Engineer
- **Trammell Crow Company, LA Metro North Hollywood Station Joint Development, Los Angeles, CA** – Project Engineer
- **City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA** – Project Engineer
- **City of Bakersfield, Niles and Monterey Complete Streets Improvements, Bakersfield, CA** – Project Manager
- **City of San Diego, I-5/Genesee Avenue Interchange PA/ED, PS&E, and Construction Phase Services (CPS), San Diego, CA** – Project Analyst
- **Ak-Chin Indian Community, Peters and Nall Road Improvements, Maricopa/Ak-Chin Tribal Land, AZ** – Project Engineer
- **City of Miami Beach, Light Rail/Modern Streetcar P3 Program Management, Miami Beach, FL** – Project Engineer

Jason Melchor, PE

Countermeasure Development

Jason is a professional engineer with 24 years of experience in traffic engineering and transportation planning. He has worked with clients in Riverside, San Bernardino, Orange, Los Angeles, and San Diego Counties on traffic engineering projects such as traffic signal designs, signing and striping, traffic control, and signal interconnect design plans. He has prepared traffic impact studies and performed the technical analysis for a variety of transportation planning projects including transit analysis and circulation studies. Jason has experience working with a variety of traffic engineering software programs and computer design packages.

Professional Credentials

- Bachelor of Science, Civil Engineering, Specialization in Transportation, University of California, Irvine
- Professional Engineer in California #65218
- Institute of Traffic Engineers (ITE), Member
- Orange County Traffic Engineering Council (OCTEC), Member

Relevant Experience

- **City of Costa Mesa, LRSP, Costa Mesa, CA** – Project Engineer
- **City of Palm Desert, LRSP, Palm Desert, CA** – Project Engineer
- **City of Menifee, LRSP, Menifee, CA** – Project Engineer
- **City of Perris, LRSP, Perris, CA** – Project Engineer
- **City of Eastvale, SSAR, Eastvale, CA** – Project Engineer
- **City of Eastvale, LRSP, Eastvale, CA** – Project Engineer
- **City of Riverside, LRSP, Riverside, CA** – Project Manager
- **City of Whittier, LRSP, Whittier, CA** – Project Manager and Project Engineer
- **City of Corona, LRSP, Corona, CA** – Project Manager
- **City of Anaheim, LRSP, Anaheim, CA** – Project Manager
- **City of Orange, LRSP, Orange, CA** – Project Manager
- **City of Seal Beach, LRSP, Seal Beach, CA** – Project Manager
- **City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA** – Project Manager
- **City of La Quinta, SSAR, La Quinta, CA** – Project Engineer
- **City of San Clemente, LRSP, San Clemente, CA** – Project Engineer
- **City of Artesia, LRSP, Artesia, CA** – Project Engineer
- **City of Maywood, LRSP, Maywood, CA** – Project Engineer
- **City of Santa Clarita, Citywide SSAR, Santa Clarita, CA** – Project Engineer
- **City of Santa Cruz, LRSP, Santa Cruz, CA** – Project Engineer
- **County of Ventura, LRSP, Ventura County, CA** – Project Engineer
- **County of Imperial, SSAR for Varied Roadways, Imperial County, CA** – Project Engineer
- **County of Riverside, I-215/Van Buren Blvd Interchange PA/ED and PS&E, Riverside, CA** – Project Engineer
- **County of Riverside Transportation Department, Mission Blvd Bridge Replacement, Riverside, CA** – Project Engineer
- **City of Corona, McKinley Street Grade Separation, Corona, CA** – Project Engineer
- **City of Moreno Valley, I-215 at Cactus Avenue PSR Interchange Improvements, Moreno Valley, CA** – Project Engineer

Active Transportation Expert

Professional Credentials

- Bachelor of Science, Civil Engineering, Clemson University
- Bachelor of Arts, Modern Languages, Clemson University
- Professional Engineer in California #95416

Tatiana Lundstrom, PE

Community Stakeholder Engagement

Tatiana has more than five years of experience on a variety of transportation projects from the perspective of both design and outreach. Projects she has worked on as a designer include bicycle and pedestrian facilities, intersections, signing and pavement marking, roundabouts, and other safety improvements. As an outreach coordinator, she has been able marry her engineering background with her passion for public engagement. Tatiana has led school walk audits, safe school outreach activities, project workshops with the public, canvassing at community events, and scheduling, planning, and coordination for Active Transportation Plans and Transportation Safety Action Plans. Tatiana has also organized multiple summits and outreach events, while emphasizing equity and accessibility. Tatiana's excellent written and verbal communication skills—combined with her ambition and passion for the industry as well as her drive to develop creative solutions—have allowed her to produce numerous quality products in a timely manner.

Relevant Experience

- **City of Bakersfield, Active Transportation Plan, Bakersfield, CA** – Outreach and Engagement Lead
- **Caltrans, SHSP Update and Implementation, Statewide, CA** – Analyst
- **Caltrans, Statewide Vulnerable Road Users Safety Assessment, Statewide, CA** – Outreach Coordinator
- **City of San Marcos, Active Transportation Plan, San Marcos, CA** – Engagement Lead
- **City of San Diego, La Jolla Active Transportation Plan Feasibility Study, San Diego, CA** – Analyst
- **Jamul Indian Village, SR 94 Improvements - NEPA, EIR, PA/ED, and PS&E** – Analyst
- **Caltrans District 11, Voigt Drive/I-5 North Coast Corridor (NCC) Improvements (PS&E), San Diego, CA** – Analyst
- **Caltrans District 11, I-5 North Coast Corridor (NCC) PS&E, Construction Support, and Express Lanes, San Diego, CA** – Analyst
- **Caltrans District 11, A&E On-Call Roadway Design Services, SR 52 PS&E and Asset Management, San Diego, CA** – Analyst
- **Caltrans District 11, On-Call Roadway Design Services, SR 78 Culverts PS&E, San Diego, CA** – Analyst
- **SANDAG, Orange Bikeway Final Design, San Diego, CA** – Analyst

Active Transportation Expert

Professional Credentials

- Master of Science, Transportation Engineering, University of California, Berkeley
- Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles
- Professional Engineer in California #90465
- Professional Traffic Engineer in California #3063

Matt Stewart, PE, TE

Existing Conditions and Safety Assessment Analysis

Matt has experience in transportation planning, traffic engineering, and traffic safety analysis. His experience includes preparation of pedestrian and bicycle master plans, safety studies, development of intersection and roadway design guidelines, traffic impact analyses, and stakeholder engagement. He has recently worked on several traffic circulation projects including the LA Metro VA Station Traffic and Parking Impact Analysis, the Port of Long Beach Circulation Analysis, the Lancaster Safe Routes to School Master Plan, and the Malibu Canyon Road Safety Study.

Relevant Experience

- **County of Los Angeles, Bicycle Master Plan, Los Angeles County, CA** – Project Manager
- **Caltrans, Complete Intersections Design Guide, Statewide, CA** – Project Manager
- **City of Malibu, PCH Safety Improvements, Malibu, CA** – Project Engineer
- **City of Lomita, Traffic Calming Toolkit, Lomita, CA** – Project Engineer
- **Port of Long Beach, ITS Terminal Traffic Circulation Analysis, Long Beach, CA** – Project Manager
- **City of Malibu, Malibu Canyon Road Safety Study, Malibu, CA** – Project Manager
- **City of Los Angeles Department of Recreation and Parks, Griffith Park Safety and Active Transportation Project, Los Angeles, CA** – Project Engineer
- **City of Lancaster, SRTS Master Plan, Lancaster, CA** – Project Engineer
- **City of Agoura Hills, On-Call Traffic Engineering Services, Agoura Hills, CA** – Project Manager
- **OCTA, Aliso Creek Road Regional Traffic Signal Synchronization Program, Orange County, CA** – Project Analyst
- **City of Irvine, Barranca Parkway Regional Traffic Signal Synchronization Program, Irvine, CA** – Project Analyst
- **City of Los Angeles, Consolidated Rent-A-Car Off-Site Traffic Signal and Signing and Striping Improvements, Los Angeles, CA** – Project Analyst
- **City of Lancaster, Lancaster Health District Traffic Impact Analysis and Signing and Striping and Traffic Signal Plans, Lancaster, CA** – Project Analyst

Monica Villalobos

Equity

Monica's unique experience includes work at the intersection of transportation and community planning, land use, environmental justice and award-winning community engagement strategies. With 20 years of experience, she has a proven record as a technical expert and public engagement strategist on a variety of large-scale multidisciplinary transportation planning and policy projects. She has led transportation planning, first/last mile, outreach and equity projects for Metro, SANDAG, SCAG and multiple cities. She has worked closely with key decision makers, community groups, stakeholders, elected officials, and the public.

Professional Credentials

- Doctor of Philosophy (ABD), City and Regional Planning, University of California, Berkeley
- Master of Regional Planning, City and Regional Planning, Cornell University
- Bachelor of Science, Community and Regional Development, University of California, Davis

Relevant Experience

- **City of Palmdale, Palmdale Sustainable Transportation Plan, Palmdale, CA** – Equity Lead
- **SANDAG, SR 78 Comprehensive Multimodal Corridor Plan, Southern California** – Equity Lead
- **SANDAG, SR 67 Comprehensive Multimodal Corridor Plan, San Diego, CA** – Equity Lead
- **LA Metro, Eastside Transit Corridor Phase 2, Los Angeles, CA** – First/Last Mile and Transit Oriented Communities Lead
- **SANDAG, Transit Fare Study, Southern California** – Outreach Lead
- **SANDAG, Zero Emissions Vehicles Implementation Plan Southern California** – Outreach Lead
- **SANDAG, Next OS, Southern California** – Stakeholder Coordination Lead
- **LA Metro, Vermont Transit Corridor, Los Angeles, CA**– Equity and TOC Lead
- **LA Metro, Crenshaw Northern Extension, Los Angeles, CA** – Project Lead and FLM Integration
- **LA Metro, C (Green) Line Extension, Los Angeles, CA** – Community Integration Lead
- **LA Metro, Transit Oriented Communities Implementation Plan, Los Angeles, CA** – Project Lead
- **LA Metro, Traffic Reduction Study, Los Angeles, CA** – Equity Lead
- **SCAG, Connect SoCal 2020 Regional Transportation Plan/Sustainable Communities Strategy, Southern California** – Strategic Engagement Lead

Active Transportation Expert

Professional Credentials

- Master of Science, Civil Engineering , UC Davis
- Bachelor of Science, Civil Engineering, UC Davis
- Professional Traffic Engineer in California #1139
- Institute of Transportation Engineers (ITE), International President, 2012

Rock Miller, CE, TE, PTOE

Senior Advisor

ROCK E. MILLER

Rock has over 45 years of experience in traffic engineering and transportation planning. He has a strong background in traffic operations, traffic signal timing, traffic signal design, traffic safety, active transportation, and many related disciplines. He has resided in Orange County for his entire career, but he has provided consultant services throughout the US and Western Canada. He served as City Traffic Engineer for Costa Mesa in the 1980's and has participated in many projects within the City since. Rock is widely known for his work in Active Transportation with a focus upon conceptual design and implementation. Rock spends approximately 40% of his time consulting on safety matters that may result in litigation, mostly on behalf of public agencies and their representatives. He spends about 25% of his time on traffic engineering projects, focusing on his interest areas, serving pedestrians and bicyclists. His remaining time is spent on non-profit work for ITE, Transportation Research Board, the National Committee on Uniform Traffic Control Devices, and Caltrans Safety Initiatives.

Relevant Experience

- **Herondo Street/Harbor Drive Gateway Park and Cycle Track, Redondo Beach, CA** – Lead Designer
- **CV Link Multi-Purpose Trail, Coachella Valley, California** – Concept Designs and Traffic Signals on Public Streets, Palm Springs and Palm Desert
- **Class IV Bikeway Connections and Extensions, Santa Monica, CA** – Concept Designs and PSE Q/C
- **Centre City Cycle Tracks, Calgary, Alberta** – Concept Design, Outreach for Concept Approval, Design Oversight
- **OC Loop Feasibility Study, Orange County, California** – Project Manager for SCAG
- **OCTA, Traffic Signal Synchronization Master Plan 2020, Orange County, CA** – Special Advisor (with Kimley Horn)
- **National Committee on Uniform Traffic Control Devices (NCUTCD), Nationwide** – Voting Member/ Vice Chair Bicycle Transportation Committee
- **Transportation Research Board, Bicycle Research Committee** – Member 2014-2023, Paper Revier Coordinator 2014-present
- **Crosswalk Safety Studies, Santa Ana, California** – Project Manager

Brian Chandler, PE, PTOE, RSP$_{21B}$, PMP

Literature Review/Safety Assessment

DKS

Brian is the Director of Transportation Safety at DKS, providing national leadership to the company's efforts to reduce roadway fatalities to zero. He brings 25 years of real-world experience in roadway safety engineering, safety management, and school safety assessment, including safety leadership in State government, Federal government, and the private sector. Brian has developed safety plans for more than 30 states and dozens of local agencies to improve safety in those communities.

In California, Brian has supported school safety projects in El Segundo, Yorba Linda, and Placentia and has worked on other safety planning projects for West Hollywood, Santa Maria, Solano Transportation Authority, and Caltrans. He led school-focused road safety assessments in Bellevue, Washington, that included more than 100 safety treatment recommendations.

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Missouri-Columbia
- Professional Civil Engineer in Washington #47563
- Professional Civil Engineer in Arizona # 53195
- Professional Traffic Operations Engineer # 1690
- Road Safety Professional Level 2, #32
- Project Management Professional (PMP), No. 4940438E1

Relevant Experience

- **Cities of Yorba Linda-Placentia, Multi-Agency Active Transportation Plan, Yorba Linda and Placentia, CA** – Safety Expert
- **Caltrans, California Strategic Highway Safety Plan Update, Sacramento, CA** – Safety Expert
- **City of El Segundo, Traffic and Pedestrian Safety Study, El Segundo, CA** – Safety Expert
- **City of West Hollywood, Target Vision Zero Plan, West Hollywood, CA** – Safety Expert
- **STA Countywide Local Road Safety Plan, Solano County, CA** – Safety Support
- **City of Bellevue, School Zone Road Safety Assessments, Bellevue, WA** – Project Manager

Josh Pilachowski, PhD, TE, RSP[1]

Literature Review/Safety Assessment

DKS

Josh is a California registered traffic engineer managing multiple regional and local planning projects. He has experience as a project manager for safety prioritization, climate resiliency projects, and regional planning documents. He has developed large-scale data-based prioritization methodologies, working with urban and rural projects.

Professional Credentials

- Doctor of Philosophy, Civil and Environmental Engineering, University of California, Berkeley
- Master of Science, Civil and Environmental Engineering – Transportation, University of California, Berkeley
- Bachelor of Science, Civil and Environmental Engineering, University of Maryland, College Park
- Professional Traffic Engineer in California #2763
- Road Safety Professional 1 #460

Relevant Experience

- **City of West Hollywood, Vision Zero Plan, West Hollywood, CA** – Project Manager
- **Solano Transportation Authority, SRTS Plan Update, Solano County, CA** – Project Manager
- **Solano Transportation Authority, LRSP, Solano County, CA** – Project Manager
- **Sacramento County, LRSP, Sacramento County, CA** – Project Manager
- **Solano Transportation Authority Pedestrian Safety Outreach, Solano County, CA** – Project Manager
- **City of Santa Maria, LRSP, Santa Maria, CA** – Deputy Project Manager

Fluent in Spanish

Crystal Chavez

Stakeholder/Public Outreach

DKS

Crystal is a bilingual outreach specialist with experience engaging and educating the public on various projects, including transportation master plans, community vision plans, and vision zero plans. She has also created public-facing materials in English and Spanish, hosted pop-up events, and assisted in developing Social Pinpoint sites.

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Nevada, Reno

Relevant Experience

- **Cities of Yorba Linda-Placentia, Multi-Agency Active Transportation Plan, Yorba Linda and Placentia, CA** – Project Manager
- **City of El Segundo, Traffic and Pedestrian Safety Study, El Segundo, CA** – Transportation Engineering Associate
- **City of West Hollywood, Target Vision Zero Plan, West Hollywood, CA** – Public Outreach Coordinator
- **City of Mill Valley, Housing Outreach, Mill Valley, CA** – Public Outreach Coordinator
- **Sacramento County, Re-Imagine North Watt Corridor, Sacramento, CA** – Public Outreach Coordinator

Rawad Hani, PE, TE, RSP$_1$

Field Data Collection

GTS

Rawad specializes in safety studies, traffic analysis, engineering design, and technology applications. His recent experience includes assisting local governments across California, with transportation planning and engineering studies, signal and street lighting designs, as well as traffic calming studies. Rawad understands the importance of striking the right balance between engineering (mobility and safety) and planning (livability and sustainability) considerations. He has worked on context-sensitive design projects and has helped municipalities agencies achieve effective solutions.

Professional Credentials

- Master of Science, Civil Engineering, American University
- Bachelor of Science, Civil Engineering, American University
- Registered Professional Civil Engineer in California
- Professional Traffic Operations Engineer
- Registered Professional Traffic Engineer in California
- Road Safety Professional (RSP$_1$)

Relevant Experience

- **City of Rancho Palos Verdes, Transportation and Traffic Engineering On-Call, Rancho Palos Verdes, CA** – Project Manager
- **City of Hermosa Beach, Transportation Planning and Traffic Engineering On-Call, Hermosa Beach, CA** – Project Manager
- **City of Glendora, LRSP, Glendora, CA** – Project Manager
- **City of La Habra Heights Traffic Calming, La Habra Heights, CA** – Project Manager
- **City of Torrance, Downtown Torrance Systematic Safety Analysis Report Program, Torrance, CA** – Project Manager

Professional Credentials

- Master of City & Regional Planning, Ohio State University
- Bachelor of Arts, Grinnell College

Ariel Godwin, AICP

Field Data Collection

GTS

Ariel is a transportation planner with over 15 years of experience in transportation planning and project management. Throughout a career focused on multimodal planning and transportation safety, he has worked on a wide variety of projects from regional park-and-ride analysis to Complete Streets policies to pedestrian and bicycle plans. His recent experience includes corridor-level analysis for transit-oriented development in the Los Angeles area as well as assisting local governments with creative solutions to improve parking capacity, connectivity, traffic safety, and quality of life.

Relevant Experience

- **City of Rancho Palos Verdes, Transportation and Traffic Engineering On-Call, Rancho Palos Verdes** – Planning Lead
- **City of San Luis Obispo, Los Osos Valley Road Corridor Concept Plan, San Luis Obispo, CA** – Project Manager
- **City of Glendora, LRSP, Glendora, CA** – Planning Lead
- **California State University Dominguez Hills, Pedestrian & Bicycle Connectivity Plan, CA** – Principal Planner
- **Minnie Gant Elementary School Traffic Safety Improvements, Long Beach, CA** – Principal Planner
- **Washington Middle School Traffic Impact Study, Long Beach, CA** – Planning Lead
- **City of Rancho Palos Verdes, Neighborhood Traffic Calming Plans, Rancho Palos Verdes, CA** – Planning Lead

Deborah Redman

Documentation

REDMAN CONSULTING
Strategic Planning for a Changing World

Professional Credentials

- Bachelor of Arts, American Studies, Grinnell College
- Master of Arts, Urban and Regional Planning, University of Iowa
- UCLA, All pre-dissertation coursework for Ph.D., Urban & Regional Planning

Deborah has served as a project manager for public and private clients, working on projects involving multiple transportation planning modes, missions, and topics. With 35+ years of experience, she provides technical analysis, policy, and strategic planning and conducts public engagement and outreach efforts on controversial topics, always using a creative, solution-oriented management style to address complex, difficult issues. She has special expertise in active transportation/SRTS planning and grant preparation, passenger rail, multimodal and freight planning, complete streets, and congestion pricing. Since 2014, she has been writing award-winning federal, state, and regional grants for Metrolink, LA Metro, multiple Southern California cities and counties, SANDAG, Brandman University, the Port of Portland, and private clients.

In her public and private work for major state and regional agencies in Southern California (Metro, Metrolink, SCAQMD, SCAG, LACRA, Caltrans, CalSTART,) and the State of Oregon (Oregon Metro; ODOT, the Port of Portland), Deborah has delivered significant work products covering a range of planning topics: multimodal corridor analyses; preparation of existing conditions and purpose and need statements; detailed analysis and description of potential project benefits for multiple grantors with varied evaluation rubrics; development of ridership estimates for grant applications (in collaboration with staff and consultant modelers); development of the approach and completion of greenhouse gas and criteria emission analyses; preparation and presentation of data needed to demonstrate benefits to California's designated priority populations; collaboration with clients to develop zero-emissions vehicle pilots and demonstration projects, including innovative partnering with California Institutions of Higher Education (IHEs).

Relevant Experience

- **City of Lancaster, SRTS Master Plan Update, Lancaster, CA** – Project Manager
- **City of Lancaster, 5th Street Corridor Schools ATP Infrastructure Project, Lancaster, CA** – Grant Writer
- **City of Lancaster, SRTS Refresh, Rebuild, Recruit, Sustain, ATP Non-Infrastructure Project, Lancaster, CA** – PM/Grant Writer
- **City of Lancaster, SRTS Implementation Phase 1, Safe Streets For All Grant, Lancaster, CA** – PM/Grant Writer
- **City of Culver City, Culver City Crossroads Community Connector ATP Infrastructure + SRTS Project, Culver City, CA** – Grant Writer
- **City of Inglewood, Active Transportation Plan and SRTS Plan, Inglewood, CA** – Project Manager/Grant Writer
- **City of El Monte, Mountain View School District SRTS ATP Non-Infrastructure Project, El Monte, CA** – PM/Grant Writer

VENDOR APPLICATION FORM
FOR
RFP No. 24-14 FOR DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN

TYPE OF APPLICANT: ☐ NEW ☑ CURRENT VENDOR

Legal Contractual Name of Corporation: Kimley-Horn and Associates, Inc.

Contact Person for Agreement: Jean B. Fares, TE

Title: Senior Vice President E-Mail Address: jean.fares@kimley-horn.com

Business Telephone: 714.939.1030 Business Fax: N/A

Corporate Mailing Address: 1100 W. Town and Country Rd, Ste. 700

City, State and Zip Code: Orange, CA 92868

Contact Person for Proposals: Darryl dePencier, AICP, GISP, RSP2B

Title: Associate E-Mail Address: darryl.depencier@kimley-horn.com

Business Telephone: 213.261.4039 Business Fax: N/A

Is your business: (check one)

☐ NON PROFIT CORPORATION ☑ FOR PROFIT CORPORATION

Is your business: (check one)

☑ CORPORATION ☐ LIMITED LIABILITY PARTNERSHIP

☐ INDIVIDUAL ☐ SOLE PROPRIETORSHIP

☐ PARTNERSHIP ☐ UNINCORPORATED ASSOCIATION

ADDENDUM NO. 1

REQUEST FOR PROPSAL

FOR

DEVELOPMENT OF SAFE ROUTES TO SCHOOL ACTION PLAN

RFP NO. 24-14

Public Works

CITY OF COSTA MESA

Addendum Released on June 26, 2024

The referenced document has been modified as per the attached Addendum No. 1

Please sign this Addendum where designated and return the executed copy with submission of your proposal. This addendum is hereby made part of the referenced RFP.

- **Delete** Inquiries Date: June 25, 2024 @ 11:00 am. (pg.6 of 36)
- **Replace** Inquiries Date: July 8, 2024 @ 11:00 am. (pg. 6 of 36)

- **Clarification** Disregard reference to “including e-bike safety and training on bicycle safety, riding, and maintenance.” (pg. 2 of 36)

All other provisions of the request for proposal shall remain in their entirety.

Vendors hereby acknowledge receipt and understanding of the above Addendum. Complete and submit this Addendum with your proposal.

Signature	**Date**
Jean B. Fares, TE, Senior Vice President	
Typed Name and Title	

June 26, 2024

Kimley-Horn and Associates, Inc.		
Company Name		
1100 W. Town and Country Rd., Ste. 700		
Address		
Orange	CA	92868
City	**State**	**Zip**

CONTACT

DARRYL DEPENCIER, AICP, GISP, RSP$_{2B}$

Darryl.DePencier@kimley-horn.com

213.261.4039

1100 Town and Country Road, Suite 700
Orange, CA 92868

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EXHIBIT C

FEE SCHEDULE

CITY OF COSTA MESA
Development of Safe Routes to School Action Plan

			Kimley-Horn and Associates, Inc.											Subconsultants				
196.54%	Overhead%	Name	Darryl dePencier	Sowmya Chandrasekhar	Jean Fares	Sr. Professional II	Sr. Professional I	Professional II	Professional I	Analyst	Project Support	Kimley-Horn Total Hours	Kimley-Horn Total Cost	Kimley-Horn Other Direct Costs	DKS Total Cost	GTS Total Cost	Redman Total Cost	Rock Miller Total Cost	Total Project Cost
195.57%	Overhead% w/o FCCM	Category/Title	Project Manager	QA/QC Manager	Principal-in-Charge														
10%	Fee%	Direct Rate	$76.54	$83.28	$125.64	$104.37	$89.26	$72.73	$59.28	$48.78	$42.30								
		Billing Rate	$249.59	$271.57	$409.71	$340.35	$291.07	$237.17	$193.31	$159.07	$137.94								
Task 1	**Project Management**		**62**	**18.5**	**14**	**13**	**13**	**13**				**133.5**	**$ 37,526.59**	**$ 190.00**	**$ 9,529.78**	**$ 3,892.18**	**$ 1,955.00**	**$ 2,710.40**	**$ 55,803.95**
1.1	Project Management		38	9.5	9.5	6	6	6				75	$ 21,168.33	$ 190.00	$ -	$ -	$ -	$ 2,710.40	$ 24,068.73
1.2	Kick-Off Meeting		6	3	1.5	3	3	3				19.5	$ 5,532.63		$ 1,382.62	$ 676.90	$ 340.00	$ -	$ 7,932.15
1.3	PM Activities (12 months)		18	6	3	4	4	4				39	$ 10,825.64		$ 8,147.16	$ 3,215.28	$ 1,615.00	$ -	$ 23,803.07
Task 2	**Existing Conditions and Safety Assessment Analysis**		**28.5**	**57**		**28.5**		**57**	**38**	**85.5**	**66.5**	**361**	**$ 75,930.99**	**$ 380.00**	**$ 19,123.46**	**$ 29,872.37**	**$ -**	**$ 4,065.60**	**$ 129,372.42**
2.1	Existing Conditions and Planning Context		9.5	19				9.5	19	38	38	133	$ 24,743.41	$ 380.00	$ 4,302.52	$ 29,872.37	$ -	$ 1,355.20	$ 60,653.50
2.2	Safety Assessment		9.5	19		9.5		19	19	19		95	$ 21,965.81		$ 13,268.64	$ -	$ -	$ 1,355.20	$ 36,589.65
2.3	Tool Kit		9.5	19		19		28.5		28.5	28.5	133	$ 29,221.76		$ 1,552.30	$ -	$ -	$ 1,355.20	$ 32,129.26
Task 3	**Community Stakeholder Engagement**		**66.5**	**66.5**	**4.5**	**19**	**95**	**38**	**190**	**190**	**57**	**726.5**	**$ 154,447.30**	**$ 4,050.00**	**$ 37,369.98**	**$ -**	**$ -**	**$ 6,776.00**	**$ 202,643.28**
3.1	Stakeholder Engagement		19	19	4.5		38		57	57		194.5	$ 42,892.39	$ 250.00	$ 3,349.18	$ -	$ -	$ 2,710.40	$ 49,201.97
3.2	Public Coordination Survey and Map		28.5	19		9.5	19	19	76	76		247	$ 52,324.20		$ -	$ -	$ -	$ 1,355.20	$ 53,679.40
3.3	Community Engagement		19	28.5		9.5	38	19	57	57	57	285	$ 59,230.71	$ 3,800.00	$ 34,020.80	$ -	$ -	$ 2,710.40	$ 99,761.91
Task 4	**Compilation of Final Action Plan Document**		**17.5**	**31**	**4**	**42.5**	**23.5**	**33**	**104.5**	**104.5**	**218.5**	**579**	**$ 110,520.58**	**$ 1,900.00**	**$ 9,234.04**	**$ -**	**$ 32,300.00**	**$ -**	**$ 153,954.62**
4.1	School Profiles		4	9.5				9.5	28.5	28.5	28.5	108.5	$ 19,805.55		$ -	$ -	$ 12,920.00	$ -	$ 32,725.55
4.2	Improvement Plans		4	9.5		38	19	19	76	76	152	393.5	$ 74,295.82		$ 4,931.52	$ -	$ -	$ -	$ 79,227.34
4.3	Final Document		9.5	12	4	4.5	4.5	4.5			38	77	$ 16,419.21	$ 1,900.00	$ 4,302.52	$ -	$ 19,380.00	$ -	$ 42,001.73
		TOTAL HOURS	**174.5**	**173**	**22.5**	**103**	**131.5**	**141**	**332.5**	**380**	**342**	**1,800**							
		Subtotal Labor:	**$43,554.27**	**$46,982.23**	**$9,218.44**	**$35,055.79**	**$38,276.25**	**$33,441.02**	**$64,275.68**	**$60,446.64**	**$47,175.15**		**$ 378,425.46**	**$ 6,520.00**	**$ 75,257.26**	**$ 33,764.55**	**$ 34,255.00**	**$ 13,552.00**	**$ 541,774.26**
		TOTAL COST:											**$ 378,425.46**	**$ 6,520.00**	**$ 75,257.26**	**$ 33,764.55**	**$ 34,255.00**	**$ 13,552.00**	**$ 541,774.26**

CITY OF COSTA MESA
Development of Safe Routes to School Action Plan

			DKS									
		Name	Crystal Chavez	Brian Chandler	Josh Pilachowski	Mid-level Engineer	Jr-level Engineer	Admin Support	Total Hours	Total Costs	Other Direct Costs	Total Project Costs
183.13%	Overhead %	Category/Title	PM/Engineer	PIC/SME	Sr. Engineer							
10%	Fee%	Direct Rate	$48.08	$98.57	$75.32	$56.82	$41.98	$34.66				
		Billing Rate	$149.74	$306.99	$234.58	$176.96	$130.74	$107.95				
Task 1	**Project Management**		**18**	**10**	**2**			**12**	**42**	**$ 7,529.78**	**$ 2,000.00**	**$ 9,529.78**
1.1	Project Management									$ -		$ -
1.2	Kickoff Meeting		2	2	2				6	$ 1,382.62		$ 1,382.62
1.3	PM Activities (12 months)		16	8				12	36	$ 6,147.16	$ 2,000.00	$ 8,147.16
Task 2	**Existing Conditions and Safety Assessment**		**16**	**14**	**32**	**16**	**16**		**94**	**$ 19,123.46**	**$ -**	**$ 19,123.46**
2.1	Existing Conditions and Planning Context		8	4	8				20	$ 4,302.52		$ 4,302.52
2.2	Safety Assessment		8	8	20	16	16		68	$ 13,268.64		$ 13,268.64
2.3	Tool Kit			2	4				6	$ 1,552.30		$ 1,552.30
Task 3	**Community Stakeholder Engagement**		**82**	**2**	**4**	**70**	**70**		**228**	**$ 35,369.98**	**$ 2,000.00**	**$ 37,369.98**
3.1	Stakeholder Engagement		12	2	4				18	$ 3,349.18		$ 3,349.18
3.2	Public Coordination Survey and Map									$ -		$ -
3.3	Community Engagement (4 in-person events + other su		70			70	70		210	$ 32,020.80	$ 2,000.00	$ 34,020.80
Task 4	**Compilation of Final Action Plan Document**		**12**	**12**	**16**				**40**	**$ 9,234.04**	**$ -**	**$ 9,234.04**
4.1	School Profiles									$ -		$ -
4.2	Improvement Plans		4	8	8				20	$ 4,931.52		$ 4,931.52
4.3	Final Document		8	4	8				20	$ 4,302.52		$ 4,302.52
		TOTAL HOURS	**128**	**38**	**54**	**86**	**86**	**12**	**404**			
		Subtotal Labor:	**$19,166.72**	**$11,665.62**	**$12,667.32**	**$15,218.56**	**$11,243.64**	**$1,295.40**		**$ 71,257.26**	**$ 4,000.00**	**$ 75,257.26**
		TOTAL COST:								**$ 71,257.26**	**$ 4,000.00**	**$ 75,257.26**

CITY OF COSTA MESA
Development of Safe Routes to School Action Plan

			GTS								
		Name	Rawad Hani	Ariel Godwin	Cassandra Garcia	April Kraweic	Ryan Meller	Sabrina Mamo	Total Hours	Total Costs	Total Project Costs
220.00%	Overhead %	Category/Title	Principal	PM	Engineer II	Engineer I	Planner I	Engineer III			
10%	Fee%	Direct Rate	$96.15	$50.48	$44.23	$33.66	$33.66	$52.88			
		Billing Rate	$338.45	$177.69	$155.69	$118.48	$118.48	$186.14			
Task 1	**Project Management**		**11.5**						**11.5**	**$ 3,892.18**	**$ 3,892.18**
1.1	Project Management									$ -	$ -
1.2	Kick-Off Meeting		2						2	$ 676.90	$ 676.90
1.3	PM Activities (12 months)		9.5						9.5	$ 3,215.28	$ 3,215.28
Task 2	**Existing Conditions and Safety Assessment**			**19**	**38**	**57**	**57**	**38**	**209**	**$ 29,872.37**	**$ 29,872.37**
2.1	Existing Conditions and Planning Context			19	38	57	57	38	209	$ 29,872.37	$ 29,872.37
2.2	Safety Assessment									$ -	$ -
2.3	Tool Kit									$ -	$ -
Task 3	**Community Stakeholder Engagement**									**$ -**	**$ -**
Task 4	**Compilation of Final Action Plan Document**									**$ -**	**$ -**
	TOTAL HOURS		**11.5**	**19**	**38**	**57**	**57**	**38**	**220.5**		
	Subtotal Labor:		**$3,892.18**	**$3,376.11**	**$5,916.22**	**$6,753.36**	**$6,753.36**	**$7,073.32**		**$ 33,764.55**	**$ 33,764.55**
	TOTAL COST:									**$ 33,764.55**	**$ 33,764.55**

CITY OF COSTA MESA
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		Redman Consulting, LLC			
	Name	Deborah Hart Redman			
	Category/Title	Principal	Total Hours	Total Costs	Total Project Costs
	Billing Rate	$170.00			
Task 1	**Project Management**	**11.5**	**11.5**	**$ 1,955.00**	**$ 1,955.00**
1.1	Project Management			$ -	$ -
1.2	Kick-Off Meeting	2	2	$ 340.00	$ 340.00
1.3	PM Activities (12 months)	9.5	9.5	$ 1,615.00	$ 1,615.00
Task 2	**Existing Conditions and Safety Assessment**			**$ -**	**$ -**
Task 3	**Community Stakeholder Engagement**			**$ -**	**$ -**
Task 4	**Compilation of Final Action Plan Document**	**190**	**190**	**$ 32,300.00**	**$ 32,300.00**
4.1	School Profiles	76	76	$ 12,920.00	$ 12,920.00
4.2	Improvement Plans			$ -	$ -
4.3	Final Document	114	114	$ 19,380.00	$ 19,380.00
	TOTAL HOURS	**201.5**	**201.5**		
	Subtotal Labor:	**$34,255.00**		**$ 34,255.00**	**$ 34,255.00**
	TOTAL COST:			**$ 34,255.00**	**$ 34,255.00**

CITY OF COSTA MESA
Development of Safe Routes to School Action Plan

120.00%	Overhead %	Name	ROCK E. MILLER	Total Hours	Total Costs	Total Project Costs
10%	Fee%		Rock Miller			
		Category/Title	Principal			
		Direct Rate	$140.00			
		Billing Rate	$338.80			
Task 1	**Project Management**		**8**	**8**	**$ 2,710.40**	**$ 2,710.40**
1.1	Project Management		8	8	$ 2,710.40	$ 2,710.40
1.2	Kick-Off Meeting				$ -	$ -
1.3	PM Activities (12 months)				$ -	$ -
Task 2	**Existing Conditions and Safety Assessment**		**12**	**12**	**$ 4,065.60**	**$ 4,065.60**
2.1	Existing Conditions and Planning Context		4	4	$ 1,355.20	$ 1,355.20
2.2	Safety Assessment		4	4	$ 1,355.20	$ 1,355.20
2.3	Tool Kit		4	4	$ 1,355.20	$ 1,355.20
Task 3	**Community Stakeholder Engagement**		**20**	**20**	**$ 6,776.00**	**$ 6,776.00**
3.1	Stakeholder Engagement		8	8	$ 2,710.40	$ 2,710.40
3.2	Public Coordination Survey and Map		4	4	$ 1,355.20	$ 1,355.20
3.3	Community Engagement		8	8	$ 2,710.40	$ 2,710.40
Task 4	**Compilation of Final Action Plan Document**				**$ -**	**$ -**
	TOTAL HOURS		**40**	**40**		
	Subtotal Labor:		**$13,552.00**		**$ 13,552.00**	**$ 13,552.00**
	TOTAL COST:				**$ 13,552.00**	**$ 13,552.00**