

**STATEMENT OF QUALIFICATIONS  
FOR  
ON-CALL TRANSPORTATION PLANNING AND  
TRAFFIC ENGINEERING SERVICES, RFQ 24-002**

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Prepared for:

**City of Hermosa Beach  
1315 Valley Drive  
Hermosa Beach, CA 90254**

**Attention:  
Mr. Andrew Nguyen**

Presented by:

**Hartzog & Crabill, Inc.  
Traffic Engineers  
17821 E. 17<sup>th</sup> Street, Suite 245  
Tustin, CA 92780  
(714) 731-9455**



**August 30, 2024**

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Appendices: *(follow on the attached pages)*

- Required Forms
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Gerald J. Stock, PE, TE,  
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August 30, 2024

Mr. Andrew Nguyen  
**City of Hermosa Beach**  
1315 Valley Drive  
Hermosa Beach, CA 90254

**SUBJECT: STATEMENT OF QUALIFICATIONS FOR ON-CALL  
TRANSPORTATION PLANNING AND TRAFFIC  
ENGINEERING SERVICES (RFQ 24-002)**

Dear Mr. Nguyen:

Hartzog & Crabill, Inc. (HCI) is pleased to submit this Cover Letter and Proposal package to the City of Hermosa Beach for continuing to provide professional on-call transportation planning and traffic engineering services. As you know, HCI has been successfully providing the same type of service to the City of Hermosa Beach as contract City Traffic Engineer during this current term. HCI has thoroughly examined and become familiar with the work required under this RFQ, and remains capable to continue performing quality traffic engineering services to achieve the City's objectives under a new 5-year contract, which will start around October 1, 2024. HCI understands that it is the City's intent for this process to result in an approved list of firms that may be utilized for upcoming services.

The City's Request for Qualifications (RFQ), dated August 13, 2024, is incorporated in its entirety as a part of our proposal. Likewise, if selected, HCI understands that our proposal package will be incorporated in its entirety as part of a new On-Call Transportation Planning and Traffic Engineering Services contract, and will jointly become part of the "Professional Services Agreement" when said agreement is fully executed by the City of Hermosa Beach and HCI. We acknowledge there have been no addendums issued as part of this RFQ.

HCI is proposing to continue providing on-call traffic engineering services specifically for the following category as identified in the RFQ:

**1) Part-time Contract Traffic Engineer**

During our (31+) years of operation, our HCI staff has successfully provided these same types of requested on-call traffic engineering services to numerous Southern California city agencies, including the City of Hermosa Beach, where we continue to build on their foundation for a viable, responsive traffic engineering function. Our service to our client agencies over these past years also affords us knowledge of client expectations and work products required.

Mr. Andrew Nguyen  
August 30, 2024  
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We look forward to continuing to work with the City of Hermosa Beach staff and sharing our experience and expertise with the common goal of ever-improving traffic safety and efficiency in the City.

I, Gerald J. Stock, am Executive Vice President and owner of HCI, a California S-corporation, and am authorized to commit to contractual terms and conditions resulting from this submittal. If selected, I will serve as the Principal-In-Charge of executing the new agreement with the City of Hermosa Beach, and the single contact person during the RFQ process.

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


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

This statement of qualifications shall remain valid for a minimum period of ninety (90) days from the submittal due date.

By signing this cover letter below, I attest that all information submitted in the attached proposal is true and correct.

On behalf of HCI, we sincerely appreciate the opportunity to submit this proposal package and being considered to continue serving your community.

Very truly yours,  
**HARTZOG & CRABILL, INC.**

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

Attach: Statement of Qualifications Proposal

Below and on the following pages, Hartzog & Crabill, Inc. (HCI) has provided our responses to the requirements set forth in Section 3.2 Content of the City's RFQ (Pages 14 - 17). We have incorporated the exact numbering order of the format to facilitate the City's review.

### **3.2.1 COVER LETTER**

Please see the cover letter on Pages 3 – 4 of this qualifications proposal package.

### **3.2.2. FIRM PROFILE**

#### General Firm Information

Hartzog & Crabill, Inc. (HCI) is a private traffic engineering consulting firm that has been in business for over (31+) years, as a California S-corporation since 1993, offering the same types of traffic engineering services under the same name.

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

Hartzog & Crabill, Inc.  
17821 E. 17<sup>th</sup> Street, Suite 245  
Tustin, CA 92780  
Phone (714) 731-9455  
Fax (714) 731-9498  
Federal Employer I.D. No. 33-057-5354

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

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

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

### **3.2.2. FIRM PROFILE (continued)**

#### Firm Description

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

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

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

The successes are attributed to the "hands on" approach that was demonstrated by our prior founding firm principals, Mr. Trammell Hartzog and Mr. Jerry Crabill (retired). It is important to note, our Executive Vice President, Mr. Gerald J. Stock, is current sole owner of HCI. Mr. Stock is a registered Civil and Traffic Engineer whose experience covers over (31) years. Mr. Stock has been serving the City of Bellflower as both contract City Engineer and City Traffic Engineer for over (24) years.

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

#### Location

The firm’s Tustin office location, located near the Santa Ana (I-5) and Costa Mesa (SR-55) Freeway interchange, provides quick, easy access to the majority of our client cities. The office employees total (12) individuals who comprise a complete staff of professional engineers and support technicians where all design work products are prepared using state-of-the-art AutoCAD software and personal office computers from this office location.

### **3.2.2. FIRM PROFILE (continued)**

#### Engineering Services

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

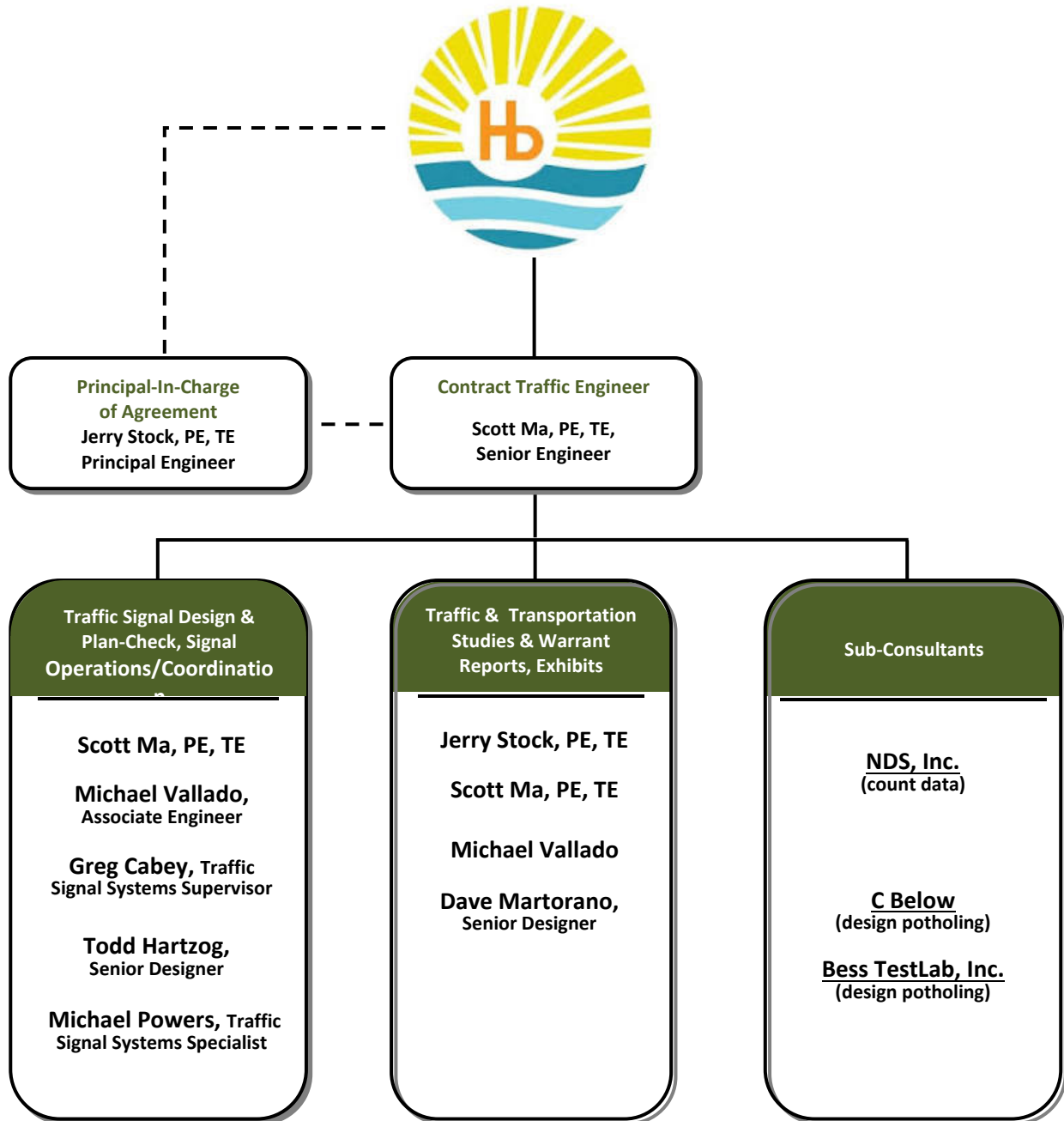
- ✓ Traffic signal design
- ✓ Signing and striping design
- ✓ Warrant analyses for traffic control devices, such as traffic signals, Stop signs, crosswalks
- ✓ Traffic signal operational analyses
- ✓ Develop, design and implement traffic signal coordination systems
- ✓ Develop and implement traffic signal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

From our Tustin office location, HCI continuously operates (12) local agencies' citywide traffic signal systems. The local agencies where HCI operates and manages the coordination timing for traffic signals are the following cities:

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

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

**3.2.3 ORGANIZATIONAL CHART**



HCI staff is comprised of (12) engineering professionals and technicians who have the proven ability/expertise to meet the ever-changing, challenging needs of the modern city. As shown above, HCI is providing an organizational chart showing the relationship of the City of Hermosa Beach and our proposed consultant team. Our proposed personnel are all headquartered in our Tustin office. HCI is proposing as the prime consultant, with two possible sub-consultants: NDS and Bess Testlab (or C Below). National Data & Surveying Services, Inc. (NDS) may be used more frequently for requested traffic count data collection associated with reports, surveys, studies, and investigations. Bess, or C Below, will only be used as-needed when approved by City for design potholing for utility clearing.



### **3.2.4 BIOS OF KEY STAFF**

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

As you know, Mr. Scott Ma has been successfully providing part-time contract traffic engineer services to the City of Hermosa Beach for the past several years. Scott is prepared to continue these same services under a new contract with the City of Hermosa Beach. Scott is a senior engineer with HCI, and is a licensed Civil and Traffic Engineer registered in the State of California bringing over (24) years of engineering experience. Scott's experience includes reviewing and conducting a variety of traffic studies including but not limited to, warrant analyses, preparing and reviewing traffic impact analyses reports and recommendations, responding to community requests such as crosswalks, traffic signals, stop signs, parking matters, and also performing project management that includes the final design preparation and submittal of project plans, specifications, and estimates (PS&E). Scott's experience also includes overseeing numerous aspects of our client cities' consulting service requirements in regards to review of traffic-related requests, analyses and operational studies, permits, and other daily duties requested.

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

Mr. 'Jerry' Stock is a registered professional Civil and Traffic Engineer with more than (30+) years of municipal engineering experience. If selected, Jerry will serve as the Principal-In-Charge of executing the agreement with the City of Hermosa Beach for requested traffic engineering and plan-check services. As you may know, Jerry presently serves the City of Bellflower as contract City Engineer and City Traffic Engineer since November 2000. Moreover, prior to Bellflower he also served the City of Norwalk as City Engineer as a member of City staff. It should be mentioned, Jerry is responsible for completing almost all our Engineering and Traffic (E&T) Survey for Speed Limits for numerous local Southern California agencies.

Additionally, Jerry currently provides As-Needed Professional Traffic Engineering Services to the City of Laguna Hills. As such, he has first-hand experience with the day-to-day challenges in other city agencies that provide opportunities for the development of solutions to a variety of traffic and transportation-related issues. Jerry assists the City of Bellflower with review of traffic impact analysis reports, as well as the preparation of such traffic reports and PS&E for development projects in the City.

#### ***Mr. Michael A. Vallado – Associate Engineer***

Mr. 'Mike' Vallado provides assistance to Mr. Stock and Mr. Ma in the area of preparation of traffic signal and left-turn phasing warrant analysis reports, traffic signal operations (LOS) and queuing analyses, Stop sign analyses, and related project specifications. Mike brings over (26) years of experience specifically related to traffic-engineering and signal design. Five of these years were devoted to running the City of Glendora's Traffic Engineering section, while the past (21) years have been with HCI. Mike's primary responsibilities with HCI include preparing signal analysis reports/recommendations, warrant analyses and evaluations, project specifications, and final review/preparation of plans, specifications, and estimates to our client cities.

### **3.2.4 BIOS OF KEY STAFF** *(continued)*

#### ***Mr. Greg Cabey - Traffic Signal Systems Supervisor***

Mr. Cabey brings over (31) years of traffic signal experience to the HCI team, and will be involved in certain aspects of requested traffic signal timing and operations tasks. Prior to HCI, Greg was a Lead Technician for Peek Traffic for over (12) years. It should be noted that Greg spent much of his time at Peek Traffic within the nearby area, as this was one of several areas assigned to him. This experience has allowed him to retain in-depth knowledge on the types of controllers in the area's traffic signal system. His extensive field experience and familiarity with signal systems and timing will aid in the complete success of any requested traffic signal and signal timing related services.

#### ***Mr. David Martorano - Senior Designer***

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

#### ***Mr. Michael Powers - Traffic Signal Systems Specialist***

Mr. Michael Powers brings over (30+) years of traffic signal experience to the HCI team and will also be involved in requested traffic signal timing and related trouble-shooting & observation tasks. Michael is also certified as an International Municipal Signal Association (IMSA) Level III Traffic Signal Technician. Prior to HCI, Michael worked for Siemens (Republic) as a Lead Technician for over (20) years.

### **Assignment of Key Personnel**

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

### **3.2.4 BIOS OF KEY STAFF (continued)**

#### **Names and Qualifications of Sub-Consultants**

##### ***National Data & Surveying Services (NDS)***

As mentioned, HCI anticipates using NDS, headquartered in Los Angeles, as our sub-consultant for obtaining traffic count data collection. Typically, HCI works with NDS to collect any required vehicular traffic and pedestrian data as part of City-requested surveys, studies, and investigations. Founded in 1989, NDS was established to deliver accurate and professional solutions to their client's traffic, transit and GIS/GPS data collection needs. NDS has over (33) years of successful operations, and an outstanding team of (100) professional full time employees that have established them as the foremost, full service traffic and transit data collection company on the west coast. NDS is certified as a SBE by the State of California. HCI has successfully partnered with NDS on numerous data collection projects over the last (21) years, realizing their competitive pricing on their efficient data collection. Projects that HCI has completed with NDS include data collection for numerous stop sign warrant analyses, traffic signal warrants analyses, left-turn phasing/delay warrant studies, citywide E&T speed limit surveys, citywide ADT flow maps, truck classification counts for TI calculations, traffic signal timing development (free & coordinated timing), Synchro Level-of-Service (LOS) operational/queuing analyses, crosswalk analyses, video surveillance, and parking studies. Upon request by the City, HCI will work with NDS to conduct count data collection specific for each task.

##### ***Bess Testlab, Inc.***

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

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

***If preferred, C Below, Inc. may also perform similar tasks as Bess Testlab, Inc.***

### **3.2.5 RELEVANT EXPERIENCE AND REFERENCES**

HCI has extensive experience in the development of traffic engineering plans, such as traffic signal design/modification, signal interconnect design, and signing & striping, as these are among our firm's primary service products. In the past recent years, our HCI project team successfully completed the following design plans:

- **San Juan Capistrano** – HCI recently completed a traffic signal modification design for Adams Streeter for the intersection of Camino Capistrano and Old Mission Road in 2024, which included signing/striping design, as part of the Arguello Way Beautification project. Construction is expected in late 2024.
  - **City of Yucaipa** – HCI recently completed a traffic signal installation design for the intersection of Oak Glen Road and Colorado Street in 2023. Construction completion is expected in 2024.
  - **City of San Juan Capistrano** – HCI recently completed a traffic signal installation design for the intersection of La Novia Avenue and Calle Arroyo in 2023. Construction is completed in 2024.
  - **City of Bellflower** – HCI recently completed two traffic signal designs in 2023: 1) intersection of Bellflower Blvd at Park St; and 2) intersection of Bellflower Blvd at Cedar St. Construction is expected in 2024. HCI also completed 4 other traffic signal designs along Lakewood Blvd in 2022.
  - **City of Yucaipa** – HCI completed a traffic signal installation design for the intersection of Live Oak Canyon Road and Outer Highway 10 South during the past year in 2022. HCI also completed 2 other traffic signal designs for the City: 1) Oak Glen Road at Sunnyside Drive Signal Modification in 2021; and 2) Oak Glen Road at 2<sup>nd</sup> Street Signal Installation in 2020.
  - **Town of Apple Valley** – HCI completed a traffic signal modification design for the intersection of Navajo Road and Powhatan Road in 2022 for adding protected left-turn phasing to the SB movement, and included a left-turn phasing warrant and LOS analysis. HCI also completed a similar traffic signal modification design for the intersection of Bear Valley Road and Deep Creek Road in 2021.
  - **County of Riverside/Caltrans** – HCI completed a traffic signal modification design for the County/Caltrans shared intersection of Winchester Road and Thompson Road in 2021, which included signing/striping design, as part of an adjacent development project.
  - **City of Bellflower** – HCI completed 3 new traffic signal designs in 2020: 1) Bellflower Blvd at Harvard St.; 2) Bellflower Blvd at Mayne St.; and 3) Woodruff Ave at Lindale St. The designs included signing/striping and minor civil engineering work. Both Bellflower Blvd signals included decorative traffic signal equipment.
- City of Whittier** – HCI completed a new/modified traffic signal design for the off-set T-intersection of Greenleaf Avenue and Putnam Street in 2019. The design included updating the existing signal, and including the adjacent offset T-intersection into one signalized intersection with special off-set overlap phasing. The design also included new video detection, EVP, signing & striping design, and minor civil engineering work.

### **3.2.5 RELEVANT EXPERIENCE AND REFERENCES (continued)**

HCI also has extensive experience in the preparation of traffic-related studies, such as traffic signal warrant studies, left-turn phasing warrant studies, Stop sign warrant studies, LOS operational/queuing analyses, Engineering and Traffic (E&T) speed limit surveys, as well as traffic signal timing, plan-checking services, and review of traffic impact analyses for our client cities. In the past recent years, our HCI project team completed the following:

- **Cerritos** – Multi-Way Stop Sign warrant analyses for 1 intersection in 2024.
- **Stanton** – E&T Survey for Speed Limits. Completed in 2024.
- **Laguna Hills** – Sight Distance Evaluation at 2 locations. Completed in 2024 & 2023.
- **Laguna Hills** – Multi-Way Stop Sign warrant analyses for 2 intersections, as well as  
a separate roadway speed evaluation and marked crosswalk analysis, in 2023.
- **Laguna Hills** – Prepared Traffic Signal Master Plan for 18 Intersections in 2023.
- **Coto de Caza** – Sight Distance Evaluation. Completed in 2023.
- **Town of Apple Valley** – Left-turn Phasing Warrant Analysis at Navajo/Powhatan in 2022.
- **Indian Wells** – E&T Survey for Speed Limits. Completed in 2022.
- **Coto de Caza** – Signing & Striping Roadway Evaluation. Completed in 2022.
- **City of Bellflower** – 3 Left-turn Phasing Warrant Analyses on Foster Road in 2022.
- **City of Yucaipa** – Multi-Way Stop Sign warrant analyses for 4 intersections in 2022.
- **City of Indian Wells** – Multi-Way Stop warrant analyses for 2 intersections in 2022.
- **City of Stanton** – Crossing Guard warrant analyses for 3 intersections in 2022.
- **City of Bellflower** – Traffic Signal Warrant Analysis for Bellflower/Cedar in 2022.
- **City of Lake Forest** – Marked Crosswalk Analysis for Catalina at Mariposa in 2021.
- **City of Bellflower** – Left-turn Phasing Warrant Analysis for Bellflower/Park in 2021.

### **3.2.5 RELEVANT EXPERIENCE AND REFERENCES** (continued)

Below we are providing a listing of eight (8) relevant City REFERENCES, where HCI continues our on-call traffic engineering and signal design services, for the City of Hermosa Beach's review & verification of our experience. All services are considered on-call/on-going traffic engineering services with assigned projects completed as requested and on-schedule.

1. **City of Bellflower** - City Engineer & City Traffic Engineer Contract Services, (since 2000)  
Mr. Len Gorecki, Assist. City Manager/Public Works Director, [lgorecki@bellflower.org](mailto:lgorecki@bellflower.org) (562) 804-1424;  
Project Manager and Principal in Charge of Services – Mr. Gerald J. Stock, PE, TE
2. **City of Cypress** - City Traffic Engineering & Signal Operations Services, (since 1994)  
Mr. Nick Mangkalakiri, P.E., City Engineer, [NMangkal@cypressca.org](mailto:NMangkal@cypressca.org), (714) 229-6750;  
Principal in Charge of Traffic Signals – Mr. Greg Cabey
3. **City of Indian Wells** – On-Call City Traffic Engineering & Signal Operations Services, (since 2015)  
Mr. Ken Seumalo, P.E., Public Works Director, [kseumalo@indianwells.com](mailto:kseumalo@indianwells.com); (760) 776-0237;  
Project Manager and Principal in Charge of Signals – Mr. Greg Cabey
4. **City of Laguna Hills** - City Traffic Engineering & Signal Operations Services (since 2000)  
Mr. Joe Ames, PE, TE, Public Works Director/City Engineer, [james@lagunahillsCA.gov](mailto:james@lagunahillsCA.gov); (949) 707-2655;  
On-Call Traffic Engineering Services  
Project Manager and Principal in Charge of TE Services – Mr. Gerald J. Stock, PE, TE  
On-Call Traffic Signal Operations Support Services  
Principal in Charge of Signals – Mr. Greg Cabey
5. **City of Lake Forest** – City Traffic Engineer Services, (since 2014)  
Mr. Thomas E. Wheeler, P.E., Director of Public Works, [twheeler@lakeforestca.gov](mailto:twheeler@lakeforestca.gov); (949) 461-3480;  
On-call Professional Engineering Services  
Project Manager in Charge of Traffic Engineering Services – Mr. Scott Ma, PE, TE
6. **City of San Juan Capistrano** - On-Call Traffic Signal Operations Services, (since 1995)  
Mr. George Alvarez, Project Manager, [GAlvarez@sanjuancapistrano.org](mailto:GAlvarez@sanjuancapistrano.org), (949) 443-6351;  
Principal in Charge of Traffic Signals – Mr. Greg Cabey
7. **City of Tustin** - City Traffic Engineering & Signal Operations Services, (since 1993)  
Mr. Ken Nishikawa, Deputy Director of Public Works, [KNishikawa@tustinca.org](mailto:KNishikawa@tustinca.org); (714) 573-3263;  
On-call Professional Engineering Services  
Project Manager in Charge of Traffic Engineering Services – Mr. Doug Anderson  
Traffic Signal Operations Support Services / Signal Monitoring  
Project Manager and Principal in Charge of Traffic Signals – Mr. Greg Cabey  
On-Call Traffic Signal, Signing & Striping, & Traffic Control Plan-Checking Services  
Project Manager in Charge of Plan-Checking Services – Mr. Scott Ma, PE, TE
8. **City of Yorba Linda** - On-Call City Traffic Engineering Services, (since 1994)  
Mr. Tony Wang, Traffic Engineering Manager, [twang@yorba-linda.org](mailto:twang@yorba-linda.org); (714) 961-7170;  
Project Manager and Principal in Charge of Traffic Signals – Mr. Greg Cabey

### **3.2.6 PROJECT MANAGEMENT PLAN**

#### **Statement of Understanding & Approach to Delivery of Services**

Per the City's RFQ, the City of Hermosa Beach seeks to establish a list of professional firms with the capability and capacity to provide on-call traffic engineering services, and/or part-time contract traffic engineer services to support the function and needs of the City's Public Works Department.

HCI understands that the City of Hermosa Beach's intent to provide a full range of engineering services on an on-call/as-needed basis, and to result in an approved list of firms that may be utilized for upcoming services. We also understand the Public Works Department will complement their existing staff with certain engineering services to be provided on an on-call/as-needed basis. City staff will develop a short list of qualified consultants to begin on October 1, 2024, and utilize for the next five (5) years (i.e., FYs 2024/25 – 2028/29).

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

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

#### **1) Part-time Contract Traffic Engineer**

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

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

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

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

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

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

Through our successful work in other communities, HCI already has many regional organization relationships firmly established, and represent our client cities at regional meetings such as Council of Government Technical Advisory Committee meetings, specific regional corridor development meetings, and Public Works Officers meetings.

Consequently, HCI staff has been able to quickly contact the correct person for project development, along with other similar individuals at Caltrans District 7, as well as Metro and the County of Los Angeles, in order to resolve traffic-related matters that affect our client cities in a timely manner.

These associations also afford HCI the opportunity to learn and share new technologies, products and procedures with our client cities.



### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

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

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

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

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

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

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

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

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

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

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

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

##### **8) Provide transportation planning services.**

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

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

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

Similarly, HCI provides critical intersection calculations to several of our client city agencies on a bi-annual basis for compliance with the region's Congestion Management Program (CMP) and Highway Performance Monitoring System (HPMS).

In regards to the CMP, HCI typically gathers peak-hour turning movement counts for the specified intersections, and applies these traffic volumes, number of lanes for each approach leg, and timing to obtain an intersection LOS. More specifically, HCI utilizes the Intersection Capacity Utilization (ICU) or the Highway Capacity Manual (HCM) methodologies, as appropriate, to complete peak-hour intersection level-of-service (LOS) calculations. Typically, HCI uses the HCM methodology to determine LOS at traffic signalized intersections using the latest Synchro Traffic Signal software, unless the ICU methodology is specified. HCI then reviews the results, determines applicable deficiencies, and provides a recommendations report to the City for improving LOS to acceptable standards, such as additional lanes, protected left-turns, overlap phases, and signal timing.

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

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

##### **Provide traffic engineering design:**

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

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

#### **Traffic Count Data Collection:**

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

#### **Monthly Invoicing:**

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

#### **Document Maintenance:**

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

#### **Training:**

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

#### **Roles and Responsibilities for City Staff**

HCI has the capacity and will provide the services stated in the City's RFQ associated with the Part-time Contract Traffic Engineer services.

HCI does not request any other or additional services to what work is to be performed or provided by the City.

#### **Communications Approach and Quality Control**

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

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

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

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

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

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

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

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

HCI understands that the on-call professional engineering services may involve plan-check services for the consultant to provide services on behalf of the City in accordance with current Traffic Engineering and Traffic Operations principles and design requirements. As requested as part of our contract traffic engineering services, HCI will perform plan checks and reviews in accordance with any applicable City Design Manual, Standard Plans, Technical Provisions, Planning and Design Guidelines for Bicycle Facilities, and Transportation Guidelines, Caltrans Highway Design Manual, CA MUTCD, and the Caltrans Standard Plans and Specifications. As our firm specializes in providing traffic engineering services to local agencies, HCI staff have reviewed and plan-checked countless traffic plans over the past (30+) years for numerous cities. Our professional engineering staff has extensive experience in reviewing and analyzing all types of City and developer-related traffic plans. This experience includes assimilating the findings and recommendations into easily understood summations. All of our traffic design and plan reviews are completed under the supervision and control of our traffic and civil engineers who are licensed by the Board of Professional Engineers, Land Surveyors, and Geologists to practice in the State of California.

### **3.2.6 PROJECT MANAGEMENT PLAN** (continued)

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

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

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

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

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



### **3.2.6 PROJECT MANAGEMENT PLAN** (continued)

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

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

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

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

##### **Traffic Signal Timing**

As mentioned, HCI currently manages the traffic signal systems for (12) local cities on a daily basis. Our experience includes extensive knowledge on each local agency’s signal controllers. As-needed, Mr. Greg Cabey, with assistance and support provided by Mr. Michael Powers, will remain available to discuss the City’s existing signal system in regards to controllers and communication to be able for possibly provide traffic signal operations/timing services. HCI staff’s “hands-on” traffic signal timing experience comprises all levels of timing applications. This includes input into signal system controllers manually as well as from the Traffic Signal Management Systems through our licensed system softwares, designing and installing special “custom” traffic signal operational circuitry, and monitoring signal interconnect operations.

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

### **3.2.6 PROJECT MANAGEMENT PLAN** *(continued)*

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

##### Traffic Signal Timing *(cont'd)*

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

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

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

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

##### Software

HCI uses state-of-the-art licensed AutoCAD software, as well as the Microsoft Office suite of programs, Synchro 11, and Adobe & Nitro PDF programs on our office computers. More specifically, our designers use the AutoCAD software for all of our design plan work, which typically include traffic signal plans (new or modification), signing and striping plans, signal interconnect plans, certain civil plans, and report exhibits. All of our staff's computers use the Microsoft Office programs (including Excel, Word, Outlook, & Powerpoint) to complete various reports, memos, specifications, and estimates as part of the requested PS&E design work.

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

##### HCI's Readily Available Staff is Able to Respond Quickly

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

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

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

### **3.2.6 PROJECT MANAGEMENT PLAN (continued)**

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

##### **Quality Control/Quality Assurance (QA/QC)**

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

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

a) Service Request or Plan Review:

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

b) Communication:

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

c) Scheduling:

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

### **3.2.7 REQUIRED FORMS**

#### **Certification of Qualifications**

Please see Appendix for signed form.

#### **Non-Collusion Affidavit**

Please see Appendix for signed form.

#### **Compliance with Insurance Requirements**

Please see Appendix for signed form.

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

#### **Acknowledgment of Professional Services Agreement**

Please see Appendix for signed form.

There are no exceptions taken to the agreement.

#### **Covid Vaccination Certification**

Please see Appendix for signed letter.

### **3.2.8 RATE SCHEDULE**

Per the City's RFQ, HCI has also separately submitted our proposed Rate Schedule showing all of our classifications and billable rates for our proposed staff members that will/may serve the City of Hermosa Beach.

## **REQUIRED FORMS**



# 6. Required Forms

## 6.1 Certification of Qualifications

RFQ #: 24-002

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications ("RFQ").

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

Addendum: # 1 \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

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





Signature of Authorized Representative:



Printed Name and Title:

Todd Hartzog, Vice President



6.2 Non-Collusion Affidavit

RFQ #: 24-002

The undersigned declares states and certifies that:

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

Signature of Authorized Representative:

  
\_\_\_\_\_

Printed Name and Title:

Todd Hartzog, Vice President



6.3 Compliance with Insurance Requirements

RFQ #: 24-002

The selected consultant will be expected to comply with the City's insurance requirements contained within this Request for Qualifications ("RFQ").

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the RFQ.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

  
\_\_\_\_\_

Printed Name and Title:

Todd Hartzog, Vice President



6.4 Acknowledgement of Professional Services Agreement

RFQ #: 24-002

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers shall identify and/or indicate any exceptions to the Sample Professional Services Agreement included as Attachment 1. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

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

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Signature of Authorized Representative:

  
\_\_\_\_\_

Printed Name and Title:

Todd Hartzog, Vice President



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

17821 E. 17th Street  
Suite 245  
Tustin, CA 92780

Phone: (714) 731-9455  
FAX: (714) 731-9498

[www.hartzog-crabill.com](http://www.hartzog-crabill.com)

August 30, 2024

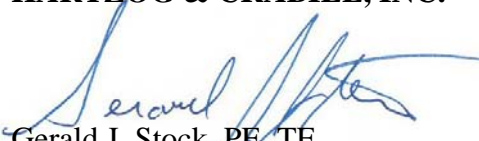
Ms. Suja Lowenthal,  
City Manager  
**City of Hermosa Beach**  
1315 Valley Drive  
Hermosa Beach, CA 90254

**Re: Mandatory Covid-19 Vaccination for City of Hermosa Beach  
Consultants**

Dear Ms. Lowenthal:

Per this letter, Hartzog & Crabill, Inc. (HCI), certifies that all of its officers, employees, subcontractors, representatives and volunteers servicing the City of Hermosa Beach on-site with the City pursuant to the Professional Services Agreement for On-Call Transportation Planning and Traffic Engineering Services, dated \_\_\_\_\_, are or will be fully vaccinated or covered by an approved medical or religious exemption prior to the implementation of the scope of work located within the above referenced agreement.

Respectfully,  
**HARTZOG & CRABILL, INC.**



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

# **CERTIFICATE OF INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/15/2024

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

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


| <b>PRODUCER</b><br>AssuredPartners Design Professionals Insurance Services, LLC<br>3697 Mt. Diablo Blvd Suite 230<br>Lafayette CA 94549<br><br>License#: 6003745<br>HART&CR-01 | <b>CONTACT NAME:</b> Brittni Alberty<br><b>PHONE (A/C. No. Ext):</b> 510-272-1449<br><b>FAX (A/C. No):</b><br><b>E-MAIL ADDRESS:</b> CertsDesignPro@AssuredPartners.com   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
|--|---|-------------------------------|--------|--|-------|--|-------|--|-------|-------------|--|-------------|--|-------------|
|  | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER B : The Travelers Indemnity Company of Connecticut</td> <td>25682</td> </tr> <tr> <td>INSURER C : Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : XL Specialty Insurance Company | 37885 | INSURER B : The Travelers Indemnity Company of Connecticut | 25682 | INSURER C : Travelers Property Casualty Company of America | 25674 | INSURER D : |  | INSURER E : |  | INSURER F : |
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER A : XL Specialty Insurance Company   | 37885   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER B : The Travelers Indemnity Company of Connecticut   | 25682   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER C : Travelers Property Casualty Company of America   | 25674   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER D :  |   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER E :  |   |                               |        |  |       |  |       |  |       |             |  |             |  |             |
| INSURER F :  |   |                               |        |  |       |  |       |  |       |             |  |             |  |             |

**COVERAGES** **CERTIFICATE NUMBER:** 636709056 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| B        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual Liab<br><input type="checkbox"/> Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y         | Y        | 6802R675237   | 8/18/2024               | 8/18/2025               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   | Y         | Y        | BA0S476320    | 8/18/2024               | 8/18/2025               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | UB2R682241    | 8/18/2024               | 8/18/2025               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
| A        | Professional Liability  |           |          | DPR5033086    | 8/18/2024               | 8/18/2025               | Per Claim \$3,000,000<br>Aggregate Limit \$4,000,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 General Liability policy excludes claims arising out of the performance of professional services. Professional Liability Policy is E&O Liability. Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>For Proposal Only<br>. . . | <b>CANCELLATION</b> 30 Day Notice of Cancellation<br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br>   |

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## COMMERCIAL GENERAL LIABILITY

**c. Method Of Sharing**

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

**d. Primary And Non-Contributory Insurance If Required By Written Contract**

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

**5. Premium Audit**

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

**6. Representations**

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

**7. Separation Of Insureds**

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

**8. Transfer Of Rights Of Recovery Against Others To Us**

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

**9. When We Do Not Renew**

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

**SECTION V – DEFINITIONS**

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
  - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
  - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.



occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.
3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:
- For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".
4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:
- Sale Of Pharmaceuticals**
- "Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.
5. The following is added to the **DEFINITIONS** Section:
- "Incidental medical services" means:
- Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
  - The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.
6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:
- This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

**K. MEDICAL PAYMENTS – INCREASED LIMIT**

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:
- \$10,000; or
  - The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

**L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY**

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

**M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT**

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- "Bodily injury" or "property damage" that occurs; or
- "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Names of Additional Insured Person(s) or Organization(s):**

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part, provided that such written contract was signed by you before, and is in effect when, the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

**Location of Covered Operations:**

Any project to which a written contract with the Additional Insured Person(s) or Organization(s) in the Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

**A.** Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**CG D3 61 03 05**

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

#### **Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the products-completed operations hazard, provided that such contract was signed by you before, and is in effect when, the "bodily injury or "property damage" occurs.

#### **Location And Description Of Completed Operations**

Any project to which a written contract with the Additional Insured Person(s) or Organization(s) in the Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

### **SCHEDULE**

**Name Of Person(s) Or Organization(s):**

ANY PERSON OR ORGANIZATION THAT  
 YOU ARE REQUIRED TO INCLUDE AS  
 ADDITIONAL INSURED ON THE COVERAGE  
 FORM IN A WRITTEN CONTRACT OR  
 AGREEMENT THAT IS SIGNED AND  
 EXECUTED BY YOU BEFORE THE BODILY  
 INJURY OR PROPERTY DAMAGE  
 OCCURS AND THAT IS IN EFFECT  
 DURING THE POLICY PERIOD.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Cov-

ered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET WAIVER OF SUBROGATION**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We waive any right of recovery we may have against any person or organization to the extent

required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



**WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY**

**ENDORSEMENT WC 99 03 76 ( A) –**

**POLICY NUMBER: UB2R682241**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS  
ENDORSEMENT – CALIFORNIA  
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be \_\_\_\_\_ % of the California workers' compensation premium.

**Schedule**

**Person or Organization**

**Job Description**

Any Person or organization for which the insured has agreed by written contract executed prior to loss to furnish this waiver.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Insurance Company  
Travelers Property Casualty Company of America

Countersigned by \_\_\_\_\_

## **RESUMES**

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

RESUME

Years of Experience: 30

Education:

1989 BSCE, Civil Engineering,  
University of Colorado, Denver

1978 BS, Geology,  
California State University, Long Beach

Professional Registrations &  
Certifications:

Registered Civil Engineer–California  
No. 52822

Registered Traffic Engineer–California  
No. 2049

Chi Epsilon – 1989

Professional Affiliations:

American Public Works Association  
American Society of Civil Engineers

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

Mr. Stock's experience includes over (30) years of project management, capital improvement planning, design, and contract administration. He is well-versed in both the technical and the political challenges of municipal engineering activities.

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

**Administration:**

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

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

**Transportation:**

Most recently, Mr. Stock oversaw the design and construction of the widening of Bellflower Boulevard, between Artesia Boulevard and the SR-91 Freeway ramps, using Measure R funds via the SR-91/I-605 Freeway/I-405 Freeway Technical Advisory Committee.

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

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





Scott Q. Ma, PE, TE  
**Senior Engineer**

RESUME

**Years of Experience: 20**

**Education:**

2002 BSCE, Civil Engineering,  
University of California, Berkeley

**Professional Registrations &  
Certifications:**

Registered Civil Engineer–California  
No. 70812

Registered Traffic Engineer–California  
No. 2519

**Professional Affiliations:**

Institute of Transportation Engineers

Member, Orange County Traffic  
Engineering Council (OCTEC)

Mr. Scott Ma is a Senior Engineer with the traffic engineering consulting firm of Hartzog & Crabill, Inc (HCI). Mr. Ma is a registered Civil and Traffic Engineer with the State of California, and has over (20) years of engineering experience. Mr. Ma has a wide breadth of experience in the field of traffic engineering and transportation planning.

**Traffic Engineering**

Mr. Ma's responsibilities are to provide project management and design expertise for various traffic-related projects. Mr. Ma's experience includes the preparation of Plans, Specifications and Estimates (PS&E) for numerous projects throughout Southern California. These include traffic signal plans, traffic control plans, road improvement plans, and signing and striping plans.

Mr. Ma has experience in signal operations and the development, implementation and calibration of coordination timing plans. Mr. Ma has also conducted Engineering and Traffic Surveys (E&TS), traffic signal warrant studies, multiway stop warrant studies, and traffic index (TI) calculations.

**Transportation Planning**

Mr. Ma has prepared numerous traffic impact studies, queuing studies, and shared parking studies for development projects. Mr. Ma has also participated and provided his traffic knowledge in the development of General Plans/Mobility Plans, Bicycle Master Plans, and Safe Route to School Plans.

**Municipal Engineering**

Mr. Ma is currently serving the Cities of Lake Forest and Hermosa Beach as consulting Traffic Engineer. He previously served as consulting Traffic Engineer for the City of South Gate. In his role, he has assisted city staff in the development of long-term Capital Improvement Programs (CIPs) as well as the day-to-day activities such as traffic-related requests from residents. Mr. Ma has applied his traffic expertise to provide plan check services, process Encroachment Permits, implement permit parking programs and review private development plans.

**Representative Projects List**

- City of Commerce, HSIP Traffic Signal Modification Plans for Four (4) Intersection
- City of Commerce, Class II Bike Lanes Striping Plans for Eastern Avenue, Commerce Way and Harbor Street
- City of Bellflower, Traffic Signal Plans for Four (4) Intersections on Lakewood Boulevard
- City of Bellflower, Bellflower Boulevard and Cedar Avenue Traffic Signal Plan
- City of Yucaipa, Live Oak Canyon Road and Outer Highway 10 South Traffic Signal Plan
- City of Indio, 35 Arterial Highways and Local Streets for Signing and Striping Plans for Bicycle Facilities
- City of Hermosa Beach, On-Call Traffic Engineering Services, Consulting Traffic Engineer
- City of Lake Forest, On-Call Traffic Engineering Services, Consulting Traffic Engineer



Michael A. Vallado  
Associate Engineer

Years of Experience: 22

Education:

BSCE – Civil Engineering, 1997  
California State University, CA

Professional Affiliations:

City Traffic Engineers (CTE)

Member, Orange County Traffic  
Engineering Council (OCTEC)

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

RESUME

Mr. Vallado brings over (22) years of civil engineering experience specifically related to traffic engineering and signal design.

Five (5) of these years were devoted to managing the City of Glendora's Traffic Engineering section, while the last (17) years have been with Hartzog & Crabill, Inc. (HCI).

Mr. Vallado's responsibilities with HCI include conducting traffic-engineering warrant studies, developing traffic Level-of-Service (LOS) operational analysis reports and providing recommendations, preparing specifications, and project management of final preparation of project plans, specifications and estimates (PS&E) to client cities.

Mr. Vallado has also assisted with the construction management of several traffic signal construction projects for various client cities.

PRIOR EXPERIENCE:

***City of Glendora, Public Works Department, Glendora, CA 1999-2003***

Civil Engineering Assistant-Traffic

- ✓ Maintained the operations of forty (40) traffic signals in the city.
- ✓ Administered the entire process of the Traffic Safety Committee, including preparing the Agenda, gathering data for initial staff recommendations, notifying all affected residents, reserving Council Chambers, transcribing minutes from the meeting for City Council approval, and implementing all approved changes by issuing work orders.
- ✓ Designed and prepared plans, specifications, and estimates for new traffic signals, signal upgrades, and signing/stripping projects.
- ✓ Managed the duties of a Traffic Engineering Aide to assist in all aspects of the Traffic Engineering Division.
- ✓ Developed and implemented a new Preferential Parking District for residents in the vicinity of Glendora High School.
- ✓ Inspected sight-distance requests regarding traffic issues.
- ✓ Oversaw the speed hump design and installation project on Ada Ave between Cullen Ave and Glenwood Ave.
- ✓ Reviewed traffic control plans for all different types of project developments.

***Scienscope International, Inc., Walnut, CA 1998-1999***

Product Manager

- ✓ Developed and produced specifications and owner's manuals for all optical engineering products manufactured/sold.
- ✓ Answered technical information from company distributors and customers regarding manufactured products.
- ✓ Attended product trade shows in various cities and states to display/promote optical products and meet with clients.
- ✓ Assisted with marketing/advertising of all products in company Internet website, magazines, registers and suppliers handbooks.
- ✓ Translated catalog information into Spanish for customer base in Mexico and South America.



Greg Cabey  
**Traffic Signal Systems  
Supervisor**

Years of Experience: 31

Education:  
Associate of Arts–Technical Electronics,  
Fullerton College, California, 1981

Professional Affiliations:  
Treasurer,  
Traffic Signal Association (TSA)  
Orange County Chapter

Member, International Municipal Signal  
Association (IMSA)  
Certified as a Traffic Signal Inspector and  
Level III Traffic Signal Technician

RESUME

Mr. Greg Cabey brings over (31) years of traffic signal experience to the Hartzog & Crabill, Inc. (HCI) project team specializing in signal communications systems, timing development, implementation and fine-tuning of coordination timing.

Greg frequently assists client cities with reviewing numerous OCTA TSSP corridor projects under development by other consultants. The Imperial Highway and Los Alisos Boulevard TSSP projects are two current examples of projects where Greg is assisting our client cities with review of another consultants' timing development as well as providing construction support.

Prior to the last (19) years working with HCI, Greg was a Signal Maintenance Lead-man for Peek Traffic for over (12) years. Greg's extensive field experience with signal systems and all types of signal controller functions will aid in the success of any traffic signal coordination-type project.

**RELEVANT EXPERIENCE:**

**Traffic Signal Operations Management (9 Cities, CA) On-Going –**

Greg provides assistance to Mr. Trammell Hartzog in regards to traffic signal timing and operations monitoring services for the Cities of Cerritos, Cypress, Indian Wells, Moorpark, Rancho Santa Margarita, San Juan Capistrano, Stanton, Tustin, and Yorba Linda. His responsibilities include daily reviewing and comparing of timing to verify if all traffic signals are in good working order. Any malfunctions logged are quickly reported to the City's designated agency or traffic signal maintenance contractor for dispatch. Greg also analyzes historical data in order to identify traffic volumes and patterns to assist in determining if an adjustment to signal timing is necessary. Greg verifies if timing is programmed correctly in each master and controller. His on-going monitoring and maintenance services of signal timing for these city agencies combine to approximately (500) signalized intersections.

**Ball Road-Taft Avenue Traffic Signal Synchronization Project (OCTA, Various Orange County Agencies) 2019.** This TSSP project involved coordinating (38) intersections within Cities of Anaheim, Orange, and Caltrans.

**Kraemer Avenue/Glassell Street/Grand Avenue Traffic Signal Synchronization Project (OCTA, Various Orange County Agencies) 2018.** This TSSP project involved coordinating (61) intersections within Cities of Brea, Placentia, Yorba Linda, Santa Ana, and Caltrans.

**Del Obispo Street Traffic Signal Synchronization Project (OCTA, Cities of San Juan Capistrano & Dana Point) 2016.** This TSSP project involved coordinating (16) intersections along a 3.6 mile segment.

**Paseo de Valencia Traffic Signal Synchronization Project (OCTA, Led by City of Laguna Hills) 2015.** This TSSP project involved providing traffic signal coordination timing for (12) intersections along 3.3 miles.

