

# Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

Firm Name: TJKM Transportation Consultants	DUNS Number: 07-394-0397	Federal EIN: 94-2239515
Prequalification Contact First, Last Name and Title: Aldo Fritz, Senior Transportation Planner	Phone Number: +1 (512) 200-3114	Prequalification Contact E-mail Address: afritz@tjkm.com
Firm Web Address www.tjkm.com	Firm Mailing Address 4305 Hacienda Drive, Suite 550, Plea	Name of Firm's President/Managing Officer: Nayan Amin

## Application for Prequalification to Provide Planning Services

**IMPORTANT:** The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Planning Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

### Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing planning services.

TJKM Transportation Consultants, (TJKM) founded in 1974, is a traffic engineering and transportation planning firm that provides professional services throughout Texas, California, and Florida. TJKM currently has a staff of 47 employees with five offices in California, as well as Austin, Texas, and Tampa, Florida. For over 45 years, more than 3,500 satisfied clients have entrusted TJKM with their critical work. TJKM's primary service categories include transportation planning, corridor studies, traffic safety, traffic engineering design (including PS&E), traffic operations, intelligent transportation systems (ITS), grant writing for transportation projects, and multimodal studies. Our motivation comes from satisfying clients' objectives and improving communities. TJKM has a strong roster of both public and private sector clients and continually builds upon this base. Our planners and engineers have worked on the public side of the desk for years as municipal engineers and planners, developing superior skills in collaborating with the public and city councils and, more importantly, crafting excellent relationships with the right people. Our project managers, engineers, and planners have "hands on" experience and understand the latest requirements, technologies, trends, and standards. Our experience with local agency processes keeps projects moving faster; and know-how from thousands of engagements helps us complete projects on time and within budget

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

TJKM does not have direct experience working with the CDBG program funding in the state of Texas. TJKM has staff with experience prior to joining TJKM managing CDBG funded projects within the state of Texas.

3. Describe the respondent's experience with the following:

#### a. Comprehensive plans

TJKM has assisted on several General Plans in California (equivalent to a Comprehensive Plan). Our role is typically in the capacity of analyzing a transportation network of a jurisdiction for their Circulation Element. TJKM has successfully worked on (or is currently working on) Circulation Elements for the cities of Pittsburg, Seaside, Oakley, Menlo Park, Soledad, Patterson, and the County of Humboldt. In this capacity, TJKM typically assesses the existing conditions of the network, utilizes the travel demand model to determine future transportation impacts from the proposed growth, and recommends improvements. Our team will also assess the condition of the multi-modal network (bicycle, pedestrian, and transit), and make recommendations for improvement.

#### b. Community development plans

TJKM does not have direct experience with Community Development plans; however, our firm has staff that have worked on these plans prior to joining TJKM.

#### c. Functional plans (e.g. housing, land use, economic development, open space, energy use, flood plain/wetlands, etc.)

TJKM's role in these types of plans is typically focused on transportation; our firm has extensive experience developing Circulation Elements, Corridor Studies, Land Use & Transportation studies, Parking studies, Complete Streets studies, Neighborhood Traffic Calming studies, Traffic Impact studies, and Bicycle & Pedestrian studies.



d. Economic development plans

While TJKM does not have direct experience with Economic Development plans; our firm has staff that have worked on these plans prior to joining TJKM.

e. Other plans/studies (e.g. neighborhood plans, capital improvement programs, individual project planning, environmental/historic preservation, etc.)

TJKM has extensive experience developing transportation related plans and studies, including assisting cities in developing projects for their Capital Improvement Programs. Many of our plans result in implementable projects that carry out the jurisdiction's long term goals. TJKM also has experience in assisting with Environmental Impact Studies, typically in a sub-contractor role to assist with analyzing the transportation impacts of a project.

f. Policy planning-management-capacity building activities

N/A

g. Grant writing/administration activities

TJKM has extensive experience with grants and has provided grant writing services to a number of our clients in California. Our team has prepared applications for grants such as the Highway Safety Improvement Program (HSIP), Active Transportation Program (ATP), federal BUILD grant, and several local grants within California. As an example of our work, in 2018 TJKM provided HSIP grant writing services to four cities in California: Dinuba, Pittsburg, Concord, and Eureka. The total amount of funds applied for was \$8 million, and \$6.3 million of it was awarded (a 78% successful rate).

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

TJKM is a licensed engineering firm that offers a variety of different services within the realm of Transportation Planning and Engineering. Services typically done in-house include Adaptive Signal System, Bicycle & Pedestrian, Complete Streets, Congestion Management, Corridor Studies, Freeway Operations, ITS Studies, Land Use & Transportation, ON-Call Traffic Engineering, Parking Planning, Safe Routes to School, Signal Timing & Coordination, TDM, Toll Studies, Traffic Calming, Traffic Impact Fees, Traffic Impact Studies, Traffic Signal Design, Transit, and Travel Demand Modeling. TJKM's role on projects is determined on a project by project basis and can differ between prime and sub, depending on the scale and scope of each project and the client's objectives.

5. Identify the geographic areas in which the respondent offers services.

<input checked="" type="checkbox"/> AACOG	<input checked="" type="checkbox"/> ATCOG	<input checked="" type="checkbox"/> BVCOG	<input checked="" type="checkbox"/> CAPCOG	<input checked="" type="checkbox"/> CBCOG
<input checked="" type="checkbox"/> CTCOG	<input checked="" type="checkbox"/> CVCOG	<input checked="" type="checkbox"/> DETCOG	<input checked="" type="checkbox"/> ETCOG	<input checked="" type="checkbox"/> GCRPC
<input checked="" type="checkbox"/> HGAC	<input checked="" type="checkbox"/> HOTCOG	<input checked="" type="checkbox"/> LRGVDC	<input checked="" type="checkbox"/> MRGDC	<input checked="" type="checkbox"/> NCTCOG
<input checked="" type="checkbox"/> NORTEX	<input checked="" type="checkbox"/> PBRPC	<input checked="" type="checkbox"/> PRPC	<input checked="" type="checkbox"/> RGCOG	<input checked="" type="checkbox"/> SETRPC
<input checked="" type="checkbox"/> SPAG	<input checked="" type="checkbox"/> STDC	<input checked="" type="checkbox"/> TEXOMA	<input checked="" type="checkbox"/> WTCOG	<input checked="" type="checkbox"/> Statewide

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

TJKM has over 47 staff members spread out amongst five office locations in California, one in Texas, and one in Florida. This multi-disciplinary team which is made up predominantly of Transportation Planners and Engineers has the capacity to handle a wide variety of projects both simultaneously and concurrently, with an emphasis on completing projects on time and within budget. A unique and flexible project framework is created to accommodate each client's needs and objectives.

7. Is the respondent a TxCDBG certified administrator?

- ☐ Yes, certified in 2019 and can provide administrative services for planning contracts.
- ☒ No, but can provide administrative services for planning contracts and will become certified.
- ☐ No, and does not offer administrative services for planning contracts.

If "No", provide most recent year of certification (as applicable):

8. Using the table below, provide detailed information on up to five planning services projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent; in particular, planning projects supported by federal funds or those subject to federal requirements). Only include projects that were conducted in the last five (5) years or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	<b>Project Name</b>	Seaside 2040 General Plan & Environmental Impact Report
<b>Project Type</b>		General Plan/Circulation Element
<b>Project Location (Jurisdiction)</b>		Seaside, CA
<b>Project Description</b>		TJKM developed a comprehensive update to Seaside's Circulation Element incorporating complete streets components, multimodal performance metrics, revisions to citywide bikeway network, identification of pedestrian priority focus areas, and related land use and mobility projects. The Circulation Element update included a greater emphasis on multimodal transportation, including bicycle, motor vehicle, pedestrian and transit circulation. TJKM also performed travel demand modeling and prepared the transportation analysis for the General Plan Environmental Impact Report.
<b>Roles &amp; Responsibilities</b>		<p>Key responsibilities of TJKM included:</p> <ul style="list-style-type: none"> <li>- Recommended changes to street standards</li> <li>- Updated goals and policies for vehicles, transit, bicycle and pedestrian facilities, and freight</li> <li>- Complete Streets goals, policies, performance measures, and improvements (including potential changes to the City's functional street classifications to account for non-motorized travel)</li> <li>- Comprehensive revisions to the City's planned bikeway network</li> </ul> <p>Identification of pedestrian priority improvements</p> <ul style="list-style-type: none"> <li>- Performance measures for assessing the transportation impacts of future development, consisting with SB 743 (a CA law requiring that development impacts on transportation be assessed using Vehicle Miles Traveled, rather than Level of Service)</li> </ul>
<b>Project Cost</b>		\$160,000
<b>Financing/Funding Source</b>		City of Seaside
<b>Project Schedule</b> -Start and End Dates -Describe if project was completed on schedule or delayed		January 2016 - April 2018 Project was completed on-time.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Chris Kinzel, PE, TE - Principal in Charge Colin Burgett - Project Manager Nayan Amin, TE - Solutions Development Janice Spuller - Project Planner Ian Lin, PTP - Project Planner
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Kurt Overmeyer City of Seaside (831) 899-6839 kovermeyer@ci.seaside.ca.us
Remove Project	<b>Project Name</b>	Pittsburg General Plan
<b>Project Type</b>		General Plan/Circulation Element
<b>Project Location (Jurisdiction)</b>		Pittsburg, CA



<b>Project Description</b>	The City of Pittsburg is currently updating its General Plan to address a range of important community topics, like land use, housing, economic development, transportation, parks and recreation, public safety, and more. When complete, the Plan will provide a comprehensive vision for the future of Pittsburg to carry it to the year 2040. TJKM led the creation of the Circulation Element.
<b>Roles &amp; Responsibilities</b>	TJKM was retained to develop an updated Circulation Element for the City of Pittsburg as part of a comprehensive General Plan Update. TJKM is developing the complete streets components and updated street classifications to incorporate multimodal components. Opportunities for enhancing multimodal mobility will be identified based on the Existing Conditions review, review of current plans, policies and planned improvements, and public input. Travel demand forecasting will be conducted utilizing the CCTA model. TJKM will update the Circulation Element to provide a greater emphasis on multimodal transportation, including bicycle, motor vehicle, pedestrian, and transit circulation.
<b>Project Cost</b>	\$142,000
<b>Financing/Funding Source</b>	City of Pittsburg
<b>Project Schedule</b> -Start and End Dates -Describe if project was completed on schedule or delayed	January 2019 - Present Project is currently ongoing.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ruta Jariwala, PE, TE - Principal in Charge Colin Burgett - Project Manager Janice Spuller - Task Lead Atul Patel, TE, PTOE - Task Lead
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Hector Rojas City of Pittsburg (925) 252-4043 hrojas@ci.pittsburg.ca.us
<b>Remove Project</b>	<b>Project Name</b>
	ConnectMenlo General Plan Update & Facebook Expansion EIR
<b>Project Type</b>	General Plan/Circulation Element
<b>Project Location (Jurisdiction)</b>	Menlo Park, CA
<b>Project Description</b>	The City of Menlo Park updated its General Plan in accordance with California law to provide a cohesive and clear vision for the City for the 20 year horizon year of the plan. Elements of the plan included: Land Use, Housing, Circulation, Noise, Safety, and Open Space/Conservation. TJKM led the development of the Circulation Element.
<b>Roles &amp; Responsibilities</b>	<p>TJKM assisted in updating the City's general plan to address regional commuting challenges, improve transit services, and remedy gaps in pedestrian and bicycle networks and parking. In addition, TJKM conducted a concurrent transportation impact study for both the General Plan Environmental Impact Report (EIR) and Facebook Expansion EIR. TJKM prepared a new travel demand model, referred to as the Menlo Park Model (MPM). The MPM model was based on the latest City/County Association of Governments of San Mateo County Model. TJKM refined the model to include new land use data and a refined transportation analysis zone system, conducted level of serve analysis, as well as updated the City's circulation system assessment model.</p> <p>TJKM also provided forecasts of vehicle miles travelled (VMT) for both the General Plan land use scenarios and Facebook Expansion. In addition, an also produce VMT information for the entire trip length required by SB 743 guidelines because the Trip Generation, Distribution, and Mode Choice models were done at the regional scale. TJKM Identified trip reduction strategies, including a substantial reduction in peak-hour vehicle trip generation related to the Facebook Campus expansion, and identified multimodal</p>

	improvement options including buffered bike lane treatments, bicycle boulevard enhancements and targeted sidewalk gap reduction.
Project Cost	\$400,000
Financing/Funding Source	City of Menlo Park
<b>Project Schedule</b> -Start and End Dates -Describe if project was completed on schedule or delayed	2014 - November 2016 Project was completed on time
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Nayan Amin, TE - Principal in Charge Chris Kinzel, PE, TE - Project Manager Ruta Jariwala, PE, TE - Task Lead Atul Patel, TE, PTOE - Task Lead Colin Burgett - Task Lead
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Justin Murphy City of Menlo Park (650) 330-6725 jmurphy@menlopark.org
Remove Project	<b>Project Name</b> General Plan Update 2016
Project Type	General Plan/Circulation Element
Project Location (Jurisdiction)	Humboldt County, CA
<b>Project Description</b>	Humboldt County updated its General Plan to determine the development future of the County. TJKM assisted in updating the Circulation Element of the General Plan, as well as an update of the Transportation Impact Fee. The project was completed in consultation with the County, as well as the Humboldt County Association of Governments.
Roles & Responsibilities	TJKM prepared the update of the Transportation Element of the Humboldt County General Plan and the Transportation Impact Fee Update. The initial work encompassed validating the Humboldt County Association of Governments Travel Demand Model and its associated land use files. TJKM worked with County staff to ensure that these model files were consistent with the parameters of the General Plan and appropriate state agencies. Traffic forecasts were prepared for 2040; these were used to determine roadways within the County that did not meet level of service standards.  Recommendations were prepared to develop mitigation measures for roadways needing improvements. TJKM updated the text for the transportation section of the General Plan document and prepared necessary traffic data for air quality and noise consultants.
Project Cost	\$78,000
Financing/Funding Source	County of Humboldt
<b>Project Schedule</b> -Start and End Dates -Describe if project was completed on schedule or delayed	2016-2017
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Chris Kinzel, PE, TE - Project Manager Nayan Amin, TE - Task Lead Colin Burgett - Task Lead
<b>Contact Information</b> Current phone and e-mail address of	Michael Richardson County of Humboldt



local government representatives you worked with.	(707) 268-3723 mrichardson@co.humboldt.ca.us
Remove Project	<b>Project Name</b> Pedestrian & Bicyclist Safety & Connectivity
Project Type	Bicycle & Pedestrian Plan
Project Location (Jurisdiction)	Dinuba, CA
<b>Project Description</b>	Study and planning effort to examine existing conditions on Dinuba's bicycle and pedestrian network, conduct public outreach, and recommend improvements to the network.
<b>Roles &amp; Responsibilities</b>	<p>The City of Dinuba selected TJKM to provide planning and engineering services to complete the Dinuba Pedestrian and Bicyclist Safety and Connectivity Study. The project objective of the project was to conduct a comprehensive analysis of safety concerns, travel patterns, and infrastructure to improve walking and bicycling for its residents. TJKM conducted an assessment of existing conditions by obtaining and reviewing relevant existing data, studies, and reports related to active transportation policies and guidance; reviewed existing transportation infrastructure and connectivity for gaps and deficiencies, as well as barriers to safe routes to school; and examined data available from SWITRS and the Dinuba Police Department.</p> <p>Extensive public participation was conducted through the hosting of Stakeholder Advisory Group meetings, community meetings, City Council meetings, development of an interactive project website to engage the community to submit ideas, concerns, priorities, and desired facility and streetscape elements. A walking/bicycling tour was conducted as part of public outreach process.</p> <p>TJKM developed a Needs and Demand Analysis which assessed needs for enhancement, mobility, and safety for all modes of transportation. The assessment addressed: 1) the physical attributes of existing facilities; 2) the potential for vehicle trip reductions and air quality benefits; 3) potential for increased walking and bicycle usage; and 4) the needs of all users of the corridor. The assessment also identified opportunities for improvement for all modes of transportation, identify gaps and deficiencies within the existing system, and suggested locations where improvements should be prioritized.</p> <p>The project also involved the development of a neighborhood traffic calming program and a complete streets policy.</p> <p>Based on the work completed for the project, the City of Dinuba applied for funding under the Caltrans Highway Safety Improvement Program and received \$1.6 million funds to implement the recommendations.</p>
Project Cost	\$216,000
Financing/Funding Source	City of Dinuba
<b>Project Schedule</b> -Start and End Dates -Describe if project was completed on schedule or delayed	May 2018 - Sep 2019 Project was completed on time
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Chris Kinzel, PE, TE - Principal in Charge & QA/QC Nayan Amin, TE - Project Manager Ruta Jariwala, PE, TE - Task Lead Atul Patel, TE, PTOE - Task Lead Ian Lin, PTP - Task Lead
<b>Contact Information</b> Current phone and e-mail address of	Ismael Hernandez City of Dinuba

local government representatives you worked with.	(559) 591-5900 ihernandez@dinuba.ca.gov
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9. Describe the experience, competence and training of personnel with respect to provision of planning services, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

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Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Aldo Fritz
Potential Role	Project Manager	
Base Location	Austin, TX	
<b>Current Employment</b>	Senior Transportation Planner	
Current job title	10 months with TJKM	
Job responsibilities	Mr. Fritz serves as Senior Transportation Planner where his duties are to support & create the development and coordination of successful strategic opportunities within the rapidly growing transport sector with the emphasis of using transportation as an overall catalyst for Economic Development.	
Number of years with respondent		
<b>Overall</b>	EDUCATION:	
Total Years or relevant experience	Bachelor, Communications, Florida Atlantic University, 2003	
Other relevant experience or accomplishments	Master of Urban & Regional Planning, Florida Atlantic University, 2007	
	Master of Real Estate, University of Texas at Arlington, 2012	
	CREDENTIALS:	
	American Institute of Certified Planners – # 026930	
	Mr. Fritz has 15 years of professional experience in urban development and revitalization while providing guidance in the implementation and enhancement of strategic development plans. Creating concise measurable objectives, these plans provide a redevelopment roadmap with an emphasis on fostering economic, cultural, and educational vitality. He has provided support and leadership on a regional, neighborhood, and downtown scale. His experience on the regional projects encompassed the redevelopment of catalytic projects through master planning and strategic land acquisition with the intent of maximizing the potential of development to achieve its highest and best use. His experience with neighborhood and downtown development entailed the use of infill housing/land banking, implementing significant public infrastructure improvements, a full-scale code enforcement approach, managing a business improvement district, and generating economic development in designated CDBG neighborhoods. Mr. Fritz has worked with various jurisdictions in the Texas and Florida regions and is very familiar with their different standards and requirements. This knowledge often leads to successful interactions between firms and other interworking agencies. For many projects, Mr. Fritz has provided in-depth land use analysis, management of public outreach initiatives, GIS support, land sale coordination, and project management.	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	<b>Full Name</b>	Cory Peterson
Potential Role	Deputy Project Manager	
Base Location	Austin, TX	
<b>Current Employment</b>	Transportation Planner	
Current job title	1 year with TJKM	
Job responsibilities	Mr. Peterson serves as a Transportation Planner for TJKM in the Austin, Texas area. He has four years of experience in transportation planning and grant funding, GIS work, specializing in bicycle and pedestrian planning, and countywide long range transportation	
Number of years with respondent		



	plans and studies. Mr. Peterson has extensive experience in managing grant fund programs and has assisted agencies in filling out grant applications.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<b>EDUCATION:</b> Bachelor, Geography with a Metropolitan Planning concentration, California State University, Sacramento, 2015  Mr. Peterson has four years of transportation planning experience. In addition to his year at TJKM, he served nearly two years as a Planning Assistant for the Solano Transportation Authority in the San Francisco Bay Area, California. Prior to that, he held two GIS internships while in college; one in the private sector and the other with the California Department of Transportation.
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.	
Remove Personnel	Full Name
	Colin Burgett
Potential Role	Project Manager
Base Location	Pleasanton, CA
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Senior Project Manager 6 years with TJKM Mr. Burgett's role focuses on transportation & land use plans, Circulation elements, General Plans, transit plans, and bicycle & pedestrian master plans. He serves as a Senior Project Manager for TJKM and maintains a key role within the firm.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<b>EDUCATION:</b> M.C.R.P., California Polytechnic State University B.S., Political Science, University of Oregon  Mr. Burgett has over two decades of professional experience with expertise in multimodal transportation and integrated transportation/land use planning. He specializes in strategic planning for large-scale projects, including citywide transportation plans, large area plans, campus plans, bicycle and pedestrian master plans, EIR transportation studies, bus rapid transit (BRT) corridor studies, and transit station area plans. He has extensive experience with projects that emphasize corridor revitalization, transit-oriented development, and complete streets planning.  Mr. Burgett manages projects that place a strong emphasis on facilitating the interactions between transportation systems, land use patterns and urban design components.
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.	
Remove Personnel	Full Name
	Janice Spuller
Potential Role	Project Manager
Base Location	Pleasanton, CA
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Project Manager 5 years with TJKM Ms. Spuller's experience includes updating bicycle master plans and implementation, updating the circulation element of the general plan, applying and managing grant funding, and participation on regional transportation committees.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Ms. Spuller has over 19 years of experience in transportation planning, traffic impact studies, environmental impact reviews and project management. Janice has spent most of her career in the public sector with experience with major transportation infrastructure and transit projects, long-range transportation plans, transportation demand management and



land-use planning. During her tenure with local government agencies, she provided support as staff liaisons to bicycle and transportation committees and commissions.

*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.*

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

TJKM has more than sufficient resources and staff to undertake new projects. It is TJKM's goal to create a long lasting relationship with the client that begins with helping conceptualize a project, implementing the project, and then finally helping maintain the project in the long term.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business	Woman Owned	Minority Owned	Section 3
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

12. State the respondent's policy regarding affirmative action.

TJKM is an equal opportunity employer that does not hire nor discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, age, disability, political beliefs, and marital or familial status.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Our general approach for any grant application assigned to TJKM Team is summarized below. Successful completion of any grant application requires four elements that our team provides special emphasis on:

- Proactive project management in close coordination with the client's staff
- Thorough understanding of regulatory requirements, coupled with informal agency consultation early in the project to establish specific approvals on the release of any information or data that is used for specific planning projects
- Careful and continuous assessment of the project's budget and schedule maintained so that tasks in the critical path are completed at the appropriate point in the project
- Should the client desire more in-depth analysis of disciplines outside of TJKM's capabilities, TJKM will look to our trusted network of firms to assist with completing any project (Note: this may require a change in scope and budget)