

Firm Name: TJKM Transportation Consulting	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 Administrative 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 Grant Administrative 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 grant writing and/or grant administration 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 traffic safety, traffic engineering design (including PS&E), transportation planning, traffic operations, corridor studies, 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 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 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. Community wide infrastructure projects

TJKM serves a full-range of clients, including municipalities, congestion management agencies, metropolitan planning organizations, transportation agencies, private developers, other consulting firms, and attorneys. TJKM has been involved in more than 8,000 transportation projects, and averages about 240 new projects each year. TJKM's involvement with projects range from conceptualization to implementation of community wide transportation infrastructure projects that have a local and regional impact.

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

N/A

c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

N/A

d. Projects involving multiple funding sources

TJKM's public sector clients range from federal, state, to even local level. There has been many projects within the firm's long tenure that have used multiple funding sources at one time.

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"/>	WCTCOG	<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 2019  
 If "No", provide most recent year of certification:  No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data 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>	Grant Application for San Mateo County TA 2017 Measure A Pedestrian & Bicycle Program
Facility Type and Use		Pedestrian and Bicycle Program
Project Location (Jurisdiction)		City of Millbrae, CA
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		N/A
Role & Responsibilities		Project Description: As part of a current on-call agreement with the City of Millbrae, TJKM prepared the San Mateo County Transportation Authority (TA) 2017 Measure A Pedestrian and Bicycle Program Grant Application for the City's Magnolia Avenue Bicycle Route Project. The goal of the project was to connect all schools to Downtown Millbrae and the transit system through the installation of new bicycle routes along Magnolia Avenue. TJKM met with City staff to define the project scope for the Measure A submittal and gathered pertinent data from the City for inclusion into the application. Some of the information required was related to local match and additional funding sources, previous studies or plans that included the proposed project, anticipated schedule and letters of support. TJKM then prepared the Measure A grant application based on the input received from City staff and

	submitted the application to the City for review and comment.
Project Cost	Grant Award Amount: \$400K
Financing/Funding Source	Funding Agency: San Mateo County Transportation Authority
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: N/A Construction July 2018 through December 2018 Project was on time
Monitoring and Verification Methods	Monitoring with the State of California (Caltrans) milestones report and monthly invoicing
<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, Janice Spuller
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Andrew Yang City of Millbrae (650) 259-2393 ayang@ci.millbrae.ca.us
Remove Project	<b>Project Name</b> HSIP Systemic Safety Analysis Report Program
Facility Type and Use	City of Dinuba
Project Location (Jurisdiction)	Dinuba, California
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	N/A
Role & Responsibilities	Project Description: TJKM worked on a safety analysis to develop the Systemic Safety Analysis Report for the City of Dinuba through the statewide Systemic Safety Analysis Report Program (SSARP). TJKM looked into the citywide historical collision data and identified hot spots using GIS techniques. The Team developed lists of systemic low-cost countermeasures for hot-spot locations, based on the characteristics of both collisions and facilities. TJKM then developed safety projects based on the identified countermeasures and prioritized them through benefit-cost analysis. Preparation of 30% concept drawings for the top three ranked projects were carried out and submitted to the City for review. These concept drawings were used for City's HSIP Cycle 9 grant applications and the City was awarded \$1.6M to fund the installation of flush median, edgeline and centerline, and Class II and Class III bicycle facilities at various locations along Alta Avenue, Crawford Avenue, El Monte Way, Saginaw Avenue, Kamm Avenue, Kern Street, Nebraska Avenue, Englehart Avenue, Surabian Drive, and Sequoia Drive.
Project Cost	Grant Award Amount: \$900K
Financing/Funding Source	Funding Agency: Caltrans
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b>	Environmental Review Start and End Dates: 01/01/2019-04/01/2019

-Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Preliminary Engineering Review and End Dates: 05/01/2019-05/01/2021 Construction Start and End Dates: 10/01/2021 to 09/01/22 Project in progress
Monitoring and Verification Methods	Monitoring with the State of California (Caltrans) milestones report and monthly invoicing
<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, Janice Spuller, Ian Lin
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Ismael Hernandez City of Dinuba (559) 591-5924 ihernandez@dinuba.ca.gov
Remove Project	<b>Project Name</b> MTC IDEA Grant Application Preparation
Facility Type and Use	Traffic Signal System
Project Location (Jurisdiction)	Union City, CA
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	N/A
Role & Responsibilities	<p>Project Description: TJKM assisted the City of Union City with preparation of an MTC IDEA grant application, which was successfully awarded to the City for funding. The City plans to improve its traffic signal system by applying advance technologies to better manage vehicular, bicycle, and pedestrian movements, with the goal of improving travel time, reliability, and safety as well as reducing fuel consumptions and emissions. This project includes the following improvements:</p> <ul style="list-style-type: none"> <li>• A new Central Signal Management System;</li> <li>• Adaptive Signal Control Technology (ASCT) along four major corridors:(1)Union City Boulevard; Alvarado-Niles Road; (3) Decoto Road; and (4)Dyer Street;</li> <li>• Communication system and controller upgrade along the four ASCT corridors;</li> <li>• Bicycle/pedestrian detections; and</li> <li>• Automated Traffic Signal Performance Measures (ATSPMs) for all signalized intersections within the City.</li> </ul> <p>The selected study corridors for this project experience significant traffic congestion during the a.m. and p.m. peak periods, including high pedestrian and bicycle demands. 16 AC Transit and Union City Transit routes traverse these corridors, and majority of the study corridors serve as reliever routes to either I-880 or SR 238 (i.e., Mission Boulevard).</p>
Project Cost	Grant Award Amount: \$60K
Financing/Funding Source	Funding Agency: Metropolitan Transportation Commission
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: June 2016- October 2016 Construction Start and End Dates: January 2017- October 2019 Project completed on schedule.
Monitoring and Verification Methods	Monitoring through the MTC monthly invoicing and report
<b>Project Personnel</b> List all personnel associated with this	Nayan Amin, TE • Principal-In-Charge Atul Patel, TE, PTOE • Project Manager

project and their roles and responsibilities (only list those who may be assigned to a project).	Sandeep Paparaju • Task Lead
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Murray Change City of Union City (510) 675-5311 murrayc@unioncity.org
<b>Remove Project</b>   <b>Project Name</b>	MTC IDEA Grant Application   Los Gatos, CA
Facility Type and Use	Traffic signal and Communication Hardware
Project Location (Jurisdiction)	Town of Los Gatos
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	N/A
Role & Responsibilities	<p>Project Description: TJKM prepared an IDEA Grant Application for Town of Los Gatos for traffic signal and communication hardware upgrades at 13 project intersections. They include Los Gatos Boulevard from Lark to Los Gatos-Saratoga Road (nine signalized locations), Blossom Hill (Roberts to Cherry Blossom Lane) (three signalized locations), and Los Gatos-Saratoga Road (Highway 9) at Alberto Way (one signalized location). The project included:</p> <ul style="list-style-type: none"> <li>• Controller upgrades to Ethernet Communication at 13 locations</li> <li>• Camera detection upgrades for distinguishing between bicycles and vehicles and addition of pedestrian video detection; Fiber Ethernet switches at nine locations</li> <li>• Ethernet over copper switches at four locations</li> <li>• Wireless broadband radios at two locations</li> <li>• Emergency vehicle preemption system (Emtrac)</li> <li>• Upgrading existing pedestrian heads to pedestrian countdown heads(eight locations), enhancing pedestrian safety for children crossing at busy signalized arterial streets</li> <li>• Conduit and splicing of branch cable to the trunk line along Los Gatos Boulevard at six locations – necessary for connecting the existing signalized intersections to the fiber trunk line along Los Gatos Boulevard so that video and controller data can be communicating back to the Town's TMC central signal system</li> <li>• Upgrading the Town's Central Signal System Software to Centracs – New server and workstation and software bundle for 30 locations</li> <li>• Service and Maintenance Package for each piece of hardware equipment and software purchased above</li> <li>• Install SIC gap on Los Gatos Saratoga Road, east of Alberto Way (approximately 400') to complete afunctional signal communication from Alberto Way to Los Gatos Boulevard</li> </ul>
Project Cost	Grant Award Amount: \$700K
Financing/Funding Source	Metropolitan Transportation Commission (MTC)
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: June 2017- October 2017 Construction Start and End Dates: June 2018- October 2019 Project completed on schedule.
Monitoring and Verification Methods	Monitoring through the MTC monthly invoicing and report
<b>Project Personnel</b> List all personnel associated with this project and their roles and	Nayan Amin, TE • Principal-In-Charge Atul Patel, TE, PTOE • Project Manager

responsibilities (only list those who may be assigned to a project).	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Jessy Pu Town of Los Gatos (408) 395-2859 jpu@losgatosca.gov
<b>Remove Project</b>	<b>Project Name</b> Lighthouse Avenue Adaptive Grant
Facility Type and Use	Adaptive Signal System Implementation
Project Location (Jurisdiction)	City of Monterey
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	N/A
Role & Responsibilities	<p>Project Description: TJKM prepared a Monterey Bay Unified Pollution Control District grant application for the City for adaptive signal system implementation along Lighthouse Ave, which consists of eight traffic signals between David to Reeside Avenue.</p> <p>The City of Monterey is experiencing significant arterial roadway congestion along the Lighthouse Avenue corridor, which is creating inefficient traffic flow resulting in considerable emissions of pollutants and particulate matter. The City requested funding in the amount of \$396,499 to implement an InSync system along this corridor. In addition to realizing significant reductions in emission of motor vehicle emissions, this project will also result in saving motorists considerable time and fuel.</p> <p>The Lighthouse Avenue corridor consists of eight contiguous traffic signals on Lighthouse Avenue from its intersections at David Avenue to Reeside Avenue. This route suffers severe congestion with a Level-of-service (LOS) E and F, especially during the PM peak hour. This is due to the high concentration of retail establishments, commute traffic leaving downtown in the PM peak period, as well as, tourist traffic heading from Cannery Row into downtown Monterey and Highway 1. The City was awarded the funding in August, 2013.</p>
Project Cost	Grant Award Amount: \$100K
Financing/Funding Source	Monterey Bay Unified Air Pollution Control District
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	<p>Environmental Review Start and End Dates: January 2014- May 2014 Construction Start and End Dates: May 2014- October 2014</p> <p>Project completed on schedule</p>
Monitoring and Verification Methods	Monitoring with the State of California (Caltrans) milestones report and monthly invoicing
<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).	Atul Patel, Project Manager
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Linda English City of Monterey (831) 242-8767 english@monterey.org

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

TJKM personnel has extensive experience and training in grant writing and administration and related work. Key Personnel Profiles for TJKM employees within this application demonstrate extensive experience administrating grant funded projects, applying for grant funding, and administrating grant funding.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Aldo Fritz
Potential Role Base Location	Project Manager Austin, Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Senior Transportation Planner 7 months with TJKM 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.	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p><b>EDUCATION:</b> Bachelor, Communications, Florida Atlantic University, 2003 Master of Urban &amp; Regional Planning, Florida Atlantic University, 2007 Master of Real Estate, University of Texas at Arlington, 2012</p> <p><b>CREDENTIALS:</b> American Institute of Certified Planners – # 026930</p> <p>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.</p> <p>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.</p>	

*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 administrative services.*

Remove Personnel	<b>Full Name</b>	Cory Peterson
Potential Role Base Location	Deputy Project Manager Austin, Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Transportation Planner 9 months with TJKM 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 plans and studies. Mr. Peterson has extensive experience in managing grant fund programs and has assisted agencies in filling out grant applications.

**Overall**  
 Total Years or relevant experience  
 Other relevant experience or accomplishments

**EDUCATION:**  
 Bachelor, Geography with a Metropolitan Planning concentration, California State University, Sacramento, 2015  
 Mr. Peterson 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 administrative services.*

<b>Remove Personnel</b>	<b>Full Name</b>	Janice Spuller
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Potential Role	Project Manager
Base Location	Pleasanton, California

**Current Employment**  
 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.

**Overall**  
 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 administrative 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 type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

TJKM is a certified Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE)

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 grant applications
- Once grant funding is received, 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 City desire more in-depth analysis of disciplines outside of TJKM's capabilities, TJKM will look to our trusted network of civil engineering firms to assist with completing any project (Note: this may require a change in scope and budget).

## Part 2

1. Describe the character, integrity and reputation of the respondent and key personnel. Include whether the respondent is in good standing with former and current clients, and with TDA, including any administrative sanctions issued to the firm directly. Provide an explanation for any negative or substandard reviews or relationships.

Nearly 85 percent of our clients are repeat clients. Prompt service, attention to details, strict adherence to schedule requirements, and commitment to our clients' goals are among the reasons for this steady client base. Our objective on every assignment is to provide the most cost-effective product that meets the specific needs and criteria of each client within the planned schedule and budget.

2. Has the respondent had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program within the past five years? If the respondent does have such a terminated contract, identify each and provide an explanation for the termination.

No

3. Has the respondent or any of its principals ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs? If affirmative, identify each person and provide an explanation for the debarment, suspension or ineligibility. The term "principals" for purposes of this RFQ is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the respondent.

No

4. The respondent must disclose any existing or potential conflicts of interest. Respondents shall disclose all contractual or informal business arrangements/ agreements, including but not limited to, fee arrangements and consulting agreements between it and TDA, TDA's staff, or any entity that provides services to TDA. The respondent must disclose all relationships with any other Texas state agencies.

TJKM is not aware of any financial, business, or other relationship with the City or any member of the City staff that would have an impact on the outcome of this project. Furthermore, we are not aware that any of our clients have a financial interest in the outcome of this project.

## Certifications and Assurances


By signing below, the respondent affirms or certifies, or acknowledges and accepts that:

1. **True and Correct Representations:** All of the respondent's representations and warranties contained in any part of its submittal are material and have been relied upon by TDA in approving administrators for prequalification. Submitting an application for prequalification that contains false or misleading statements is a material breach and shall void the submittal if, in TDA's opinion, the information was intended to mislead the state regarding a requirement of the RFQ. In such event, the respondent shall be disqualified by TDA from providing grant administration services to local communities and shall be removed from all lists of eligible vendors maintained by TDA. The respondent shall promptly notify TDA in the event that any representations and warranties provided in its submittal are no longer true and correct.
2. **No Reimbursement for Costs:** Any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
3. **Actual and Perceived Conflicts:** The respondent is in full compliance with state and applicable federal conflict of interest standards and neither it nor its employees and subcontractors have an actual or potential conflict of interest in participating in this RFQ.
4. **Deceptive Trade Practices - Unfair Business Practices:** The respondent has not been the subject of allegations of Deceptive Trade Practices violations under Tex. Bus. & Com. Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit, and the respondent has not been found to be liable for such practices in such proceedings.
5. **Immigration:** The respondent shall comply with the requirements of the Immigration Reform and Control Act of 1986 and 1990 regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any services under a grant administration contract and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) enacted on September 30, 1996.
6. **Civil Rights:** No person shall, on the ground of race, color, religion, sex, national origin, age, or disability, political affiliation, or religious belief, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part with TxCDBG funds.
7. **Federal Rules, Laws, and Regulations that Apply to all Federal Programs:** The respondent shall be subject to and shall abide by all federal laws, rules, and regulations, pertaining to the grant project, including, but not limited to:
  - a. Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101 *et seq.*, and the regulations effectuating its provisions contained in 28 CFR Part 35 and 29 CFR Part 1630;
  - b. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, as amended (prohibition of discrimination on the basis of race, color, or national origin), and the regulations effectuating its provisions contained in 24 CFR Part 1;
  - c. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60;
  - d. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended (prohibition of discrimination on the basis of disability), and the regulations effectuating its provisions contained in 24 CFR Part 8;
  - e. The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, as amended (prohibition of discrimination on the basis of age), and the implementing regulations contained in 24 CFR Part 146;
  - f. Section 109 of Title I of the Housing and Community Development Act of 1974, 24 CFR Part 6 (prohibition of discrimination on the basis of race, color, national origin, religion or sex);
  - g. Restrictions on Lobbying, 31 U.S.C. 1352 (prohibition against the use of federal grant funds to influence activities associated with obtaining grants, contracts, cooperative agreements, or loans);
  - h. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200; and
  - i. State Community Development Block Grant Program, 24 CFR Part 570 Subpart I.

(Continued on Next Page)

8. System for Award Management (SAM): The respondent and its principals are eligible to participate in this transaction and are not currently debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549, "Debarment and Suspension," and 2 CFR Part 180, as supplemented by regulations at 2 CFR Part 2424, and *the respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224, "Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism."* The respondent must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549.
9. Collusion: The respondent has not colluded with, nor received any assistance from, any person who was paid by TDA to prepare specifications or a solicitation on which a proposal is based and will not allow any person who prepared the respective specifications or solicitation to participate financially in any contract award.
10. Specific Standards of Conduct: The respondent shall not:
- participate, whether individually or in concert with others, in any plan, scheme or arrangement attempting or having as its purpose the evasion of any provision of TDA's requirements, rules and procedures;
  - knowingly furnish inaccurate, deceitful, or misleading information to TDA;
  - knowingly disseminate inaccurate, deceitful, or misleading information about TDA or its practices, requirements, rules and procedures;
  - engage in any activity that constitutes dishonesty, misrepresentation, or fraud while engaging in administrative duties;
  - perform administrative duties in a negligent or incompetent manner;
  - engage in administrative activities on a project in which the administrator has a conflict of interest;
  - administer or participate in the administration of a project where they have engaged in activities associated with application preparation, prior to competitive procurement; and
  - use harsh, coarse, profane or offensively suggestive language or gestures or express any prejudice concerning race, gender, color, religion, national origin, age or disability during the performance of activities.
11. Enforcement: Violations of these standards or failure to remain in good standing with TDA may result in revocation of an administrator's certification or disqualification from participation in one or more TDA grant program.
- 12 Authorization to Sign: The person signing this document is the respondent or one of its principals, has been properly delegated authority to execute this submittal, and has personal knowledge regarding the information contained herein. By signing, the respondent or the respondent's legally authorized agent affirms that all statements within the submittal are true and correct.

The undersigned, as a duly authorized representative of the respondent, agrees to the criteria and specifications, as stated herein, and has submitted its application as requested. (Failure to sign will disqualify submittal.)

	<p>4/2/2020</p>
<p>Signature of Authorized Representative</p>	<p>Date</p>
<p>Nayan Amin Printed Name</p>	<p>President Title</p>