

TYLin

April 13, 2026

Karl Rockwell
Public Works Director / City Engineer
City of Douglas
425 10th Street
Douglas, AZ 85607

Subject: Revised Proposal for Professional Services
Safe Streets for All Safety Action Plan and Complete Street Study
City of Douglas Project No. TBD

Karl,

TYLin is pleased to present our revised proposal to provide Professional Services for the Safe Streets for All Safety Action Plan and Complete Street Study. Our proposal addresses tasks identified in the Request for Qualifications (RFQ) and associated addendums. Additionally, the revised proposal address comments received on the initial proposal.

For convenience, we have prepared the attached Scope of Services (Exhibit "A") and Professional Fees (Exhibit "B") that describes the various tasks and associated with these additional services of a **not to exceed fee (\$188,586.91 Part 1: Safety Action Plan services and \$271,325.79 Part 2: Complete Street Study professional services for a total of \$459,912.70)** needed to complete the work. We anticipate completing this study within 365 calendar days and have provided a preliminary schedule (Exhibit "C") for the scope of work.

We look forward to the opportunity to work with the City on this project and should you have any questions regarding the attached Proposal, please feel free to contact me at (480) 333 -4152.

Sincerely,



Chris Milner, PE, PTOE, RSP1
Senior Project Manager



James Barr, PE
Project Principal

Attachments: (Exhibit "A" – Scope of Work)
(Exhibit "B" – Compensation)
(Exhibit "C" – Preliminary Draft Schedule)

EXHIBIT "A" – SCOPE OF SERVICES SAFE STREETS FOR ALL SAFETY ACTION PLAN AND COMPLETE STREET STUDY

The City of Douglas (COD) has obtained a Safe Streets For All (SS4A) Grant and a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant that will focus on specific improvements to selected streets. The RAISE Grant will be administered entirely by ADOT and will work in conjunction with the Complete Streets Study (CSS) of the selected streets identified in the RAISE grant application.

T.Y. Lin International (Consultant) and sub consultants Blue Zones and J2 Design have been selected by the City of Douglas to provide professional services for the following initiatives:

1. SS4A – Development of a Comprehensive Safety Action Plan (CSAP) for the COD.
2. CSS – Evaluation and planning to improve multimodal transportation infrastructure, including streets, sidewalks, bicycle facilities, and ADA-compliant accessibility on the streets listed in the RAISE Grant.

Consultant team consists of the following key personnel:

- Project Manager, Chris Milner, PE, PTOE, RSP1
- Planning Lead, Ryan Wozniak, RSP1
- Engineering Lead, Allison Sadow, PE, RSP1
- Data Analysis Lead, Jake Vissers, AICP
- Landscape Architecture Lead, Jeff Velasquez, RLA, ASLA (J2 Design)
- Walk Audit Lead, Dan Burden (Blue Zones)

This proposal is based on the following scope of work:

Part 1 – Safety Action Plan

Consultant shall complete the following tasks as part of the Safety Action Plan scope of services. The Part 1 – Safety Action Plan and Part 2 – Complete Street Study scope of services will be prepared concurrently as illustrated in the schedule. For budgetary purposes, where there an overlap in scope of services between Part 1 and Part 2 services the associated fee has been divided proportionately as follows – 40% assigned to Part 1 and 60% assigned to Part 2.

Task 1.1 – Leadership Commitment and Goal Setting

Consultant will prepare an official public commitment (e.g., resolution, policy, ordinance) for adoption by Mayor or City Council to an eventual goal of zero roadway fatalities and serious injuries in COD. The commitment will include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- 1) The target date for achieving zero roadway fatalities and serious injuries, OR
- 2) An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Consultant will approach plan preparation with this leadership commitment and goal setting in mind as initial communications evolve with COD staff and Advisory Committee members.

Consultant will attend in-person meetings associated with garnering leadership commitment at the Draft Plan and Final Plan adoption stages. For budgetary purposes, Consultant has assumed two in-person meetings attended by two (2) Consultant staff members. Travel and lodging for one of those in-person meetings is assigned to this task with the other meeting assumed to coincide with a public engagement meeting window.

Leadership Commitment and Goal Setting Deliverables

- Draft and Final Leadership Commitment Memorandum

Task 1.2 – Planning Structure

Consultant shall assist COD staff in forming an Advisory Committee. This group will be charged with oversight of the CSAP development and may include representatives from police, fire, school, public health, advocates, etc.. Additionally, members will be selected with the expectation that their oversight will continue after adoption of the plan into the implementation and monitoring phases of the CSAP.

As part of this task, Consultant shall provide project management and coordination services required to complete the scope of work and coordinate the project with COD staff, Advisory Committee, and subconsultants Blue Zones and J2 Design. The following is a list of anticipated activities:

- Supervise execution of work;
- Coordinate quality control reviews of project activities and deliverables;
- Prepare monthly invoices and progress reports;
- Attend progress meetings with City;
- Prepare and update project schedule as-needed and monitor progress.

Progress meetings with COD staff and/or Advisory Committee members are anticipated throughout the duration of this project as indicated on the accompanying project schedule Exhibit "C". For budgetary purposes, Consultant has assumed twelve (12) progress meetings to be held virtually and attended by three (3) staff members. In-person meetings are also designated on the accompanying project schedule Exhibit "C". In-person meetings will be scheduled concurrently with anticipated public engagement activities to be conducted in-person. Travel and lodging costs for those in-person meetings are assigned to Task 1.2 – Planning Structure and Task 2.2 – Public Engagement line items respectively.

Consultant will establish a Sharepoint site to facilitate the preparation and sharing of all correspondence, memorandums, meeting minutes, and other relevant materials and to enable collaboration and editing in real time.

Consultant will plan and facilitate a 90-minute kick-off meeting with COD within two (2) weeks of the project start date to be attended by five (5) members of the Consultant team. The meeting will establish the project scope and schedule, and confirm how the Consultant team and COD can effectively work together to complete the CSAP within the allotted timeframe.

Planning Structure Deliverables

- Schedule
- Progress meeting agendas and notes
- Project Sharepoint site

Task 1.3 – Safety Analysis

Consultant will analyze data collected, develop descriptive statistics, conduct a systemic safety analysis, and identify a High-Injury Network (HIN). The task will culminate in a Crash Analysis Memo summarizing our findings for the CSAP.

Trend Analysis

The initial task for the safety analysis is to develop a high-level summary of the crash data, focusing on severe crashes. This first analysis will include:

- **Long-range local, regional, and statewide fatality trends:** Consultant will utilize the National Highway Traffic Safety Administration's (NHTSA) Fatality Analysis Reporting System (FARS) database to contextualize Douglas's street safety needs and opportunities.
- **Five-year fatality and serious injury trends:** Consultant will illuminate severe crash trends over the most recent complete five (5) years of traffic crash data.
- **Disparity analysis:** Consultant will break down fatalities per capita race/ethnicity using NHTSA's FARS database to illustrate who is most impacted by severe traffic crashes and to shape our community engagement strategy.

Detailed Crash Analysis

Following the trend analysis, Consultant will take a deeper dive into the crash data, breaking down the data using tabular and spatial methods to identify the problem crash types, behaviors, and locations. Consultant will condense findings into high-level takeaways which will then be used to engage the public and stakeholders and develop effective treatments to improve safety.

- **Focus areas:** Consultant will analyze fatal and serious injury crashes by users, time (time of day, day of the week, and month of the year), location, and other contributing factors. Consultant will synthesize the results to surface a small number of focus areas, combinations of crash factors that are overrepresented in crashes resulting in death or serious injury in Douglas. Focus areas will be confirmed with the Advisory Committee and through initial engagement sessions.
- **Systemic analysis:** Following development of descriptive crash statistics, Consultant will conduct a systemic analysis, using the local or regional roadway network to identify the segment and intersection attributes where severe crashes are overrepresented, identifying high risk segment and intersection types and illustrating the relationships to the previously identified focus areas.
- **Equity analysis:** Consultant will overlay severe crash and spatial demographic data to explore how age, race/ethnicity, income, English proficiency, and underserved communities are related to severe crash rates in Douglas.

High Injury Network (HIN)

Consultant will work with COD staff to define how to apply the HIN. Identifying the HIN is a customized process: the spatial distribution and frequency of severe crashes differs by geographic size, land use, and the trip making habits and modes specific to each place. Through baselining Douglas’s severe crash pattern and frequency, Consultant will identify an appropriate network type to guide our methodology.

Consultant will fully script the HIN analysis to enable multiple iterations of the analysis to identify the best fit for the local context.

Consultant anticipates providing scenarios based on:

- Network size and severe crash coverage: Dialing in the desired size of the HIN as a share of the overall local network and adjusting the model to maximize or meet a certain threshold of historic severe crashes.
- Diversity of land use contexts: At larger scales, different networks may need to be identified to give stakeholders actionable tasks, taking the form of urban/suburban/rural networks for multi-county regions, for example.
- Corridor lengths: The HIN should match into typical project scales, by adjusting our minimum, maximum, and window sizes, we can tailor the network to specific goals.
- Crash severity weights: Assigning weights and blending in lower severity crashes where necessary to identify patterns.

- Focus area weights: Emphasizing key high risk crash types that are a high priority to address such as vulnerable road users or crashes involving youth, even if they haven't yet resulted in a death or serious injury, at a particular location.
- Systemic risk weights: Incorporating crash typologies identified in the systemic analysis to correct for small numbers issues associated with severe crashes.
- Supplementary data: such as community feedback from engagement or safety surrogates like big data sets coverage community-wide speeds, behaviors like hard braking, or near miss/critical conflict data, where available

All HIN iterations will be provided as layers in an interactive web map to enable comparison and discussion. Consultant will work with City staff to develop a preferred draft HIN to bring to the Advisory Committee prior to finalization. Consultant will finalize the HIN by adjusting limits to meet common sense termini and bridging acceptable gaps to create an actionable and easy to understand final network.

Safety Analysis Deliverables

- GIS Database including crash, transportation network, volume, land use, and demographic data
- High Injury Network Map
- Crash Analysis Memo

Task 1.4 – Engagement and Collaboration

To reduce engagement fatigue Consultant is proposing engagement and collaboration be conducted simultaneously for the CSAP and CSS. For budgetary purposes, the fee associated with these tasks has been divided proportionately between the Part 1 – Safety Action Plan and Part 2 – Complete Street Study.

Community Engagement Plan

Consultant will work closely with COD staff and stakeholders to develop a public engagement strategy, including a schedule of outreach activities, tactics to be used, materials to be developed, and communications plan. The project Advisory Committee will have an opportunity to review a draft version of this strategy and suggest additions and edits before the strategy is finalized.

Project Communications

Consultant will develop a light branding concept for the project, aligning with COD branding guidelines. Consultant will also develop content for a project website, which will be hosted by the COD. Content will include key project information and details on engagement opportunities.

Consultant will incorporate print and digital media tailored to the channels and platforms

that Douglas residents are most likely to use. Materials will be designed for distribution by the COD and other project partners via social media, digital newsletters, flyers, and more. Consultant will provide all information that is accessible in both English and Spanish.

Consultant will provide materials to be publicized through City communications channels, Douglas Rides public transportation, school communications, by Advisory Committee members, through press releases, and other available means.

Virtual and In-Person Engagement

Consultant anticipates providing the following engagement strategies as approved by the project Advisory Committee:

- **Interactive Web Maps:** Consultant to develop interactive web maps through ArcGIS platform where residents can contribute thoughts on street safety issue areas within Douglas that might be addressed through the CSAP and CSS.
- **Digital Survey:** Consultant to develop a brief and accessible survey to identify safety challenges, hotspots, and reckless driving concerns from Douglas residents and tourists' perspectives. The survey will be provided in both English and Spanish.
- **Community Meetings:** Consultant will coordinate and execute up to two (2) open-house style community meetings in collaboration with the COD and Advisory Committee in accessible locations familiar and welcoming to all members of the community. Consultant to coordinate a location and time that can be served by the Douglas Rides Public Transportation system. Consultant will have three (3) staff members attend open-houses.
 - The first open house will be designed primarily for listening. This will be an opportunity for the project team to hear directly from residents about their concerns, ideas, and values when it comes to traffic safety and street functions. This in-person event will feature interactive stations and tables that help make Safety Action Planning, Complete Streets, and other planning concepts accessible to a non-technical audience, and collect preliminary information on the driver behaviors and corridors and intersections of concern that will shape our team's analysis of existing conditions and inform future priorities.
 - The second open house will be designed for feedback on proposed recommendations and plan elements. This will be an opportunity for residents and stakeholders to react to, reflect on, and prioritize alternatives and ideas presented by the project team. During this second open house Consultant will also present and verify what we have heard through previous engagement.
- **Pop-up Events:** Consultant will provide two (2) staff to table at up to five (5) pop-up engagements at community events or at targeted community hubs. Pop-up engagements can be targeted at connecting with residents from particular geographies or demographics that have been under-represented in the process and will include similar activities to those at the Open House Workshops. Pop-up engagements to attend will be affirmed with the project Advisory Committee. Virtual Reality (VR) biking is an engagement method recommended at pop-up events that is detailed in the VR Biking section below.

- **Walk Audit:** Subconsultant Blue Zones will conduct walk audits as a data collection tool and engagement strategy. Four (4) walk audits conducted over a one-week period are anticipated to be provided with TYLin having two (2) staff members attend.
- **Community Champion Micro Engagements:** Our team aims to incorporate a minimum of three (3) community champions as part of the CSAP and CSS team. These community champions would be members of the Douglas community that would be compensated for their contributions to the engagement elements of the CSAP and CSS. Identification, screening, and selection of community champions would be coordinated closely with the Advisory Committee. For budgetary purposes, \$3,000 line item has been included as a reimbursable expense to compensate each community champion \$1,000. This line item has been assigned to Task 1.5 – Equity Considerations.

VR Biking as Safe Transportation Engagement

Consultant will capture and use immersive 360-degree video captured from real rides and first-person perspectives for experiencing real world biking conditions at up to five (5) locations in Douglas as agreed to by COD staff and the project Advisory Committee. Our approach to deploying VR bike engagement is summarized in the graphic below:

VR technology unlocks hands-on participation for both engagement and education. For engagement, virtual riders can experience various facility types and/or routes to school. This can prompt newfound preferences and safe riding skills for inexperienced riders. Consultant will train COD staff and/or members of the public/school staff to utilize the VR technology. Consultant will procure the headset, adaptable strap with extra battery, and portable stationary bikes for two (2) VR biking setups to be provided for COD staff and/or citizens. Costs for procuring these VR biking setups are included in the reimbursable line item. Consultant will develop survey materials to accompany the VR biking engagements.

A summary of each engagement session will be made available in written form by Consultant and through other appropriate means, such as posting to the project website; and compiled into a community engagement report at the culmination of the project.

Walk Audits

Subconsultant Blue Zones will lead the walk audits, which will focus on four (4) primary audiences during a week-long focused engagement period. The 4 primary audiences of focus include:

- Business Community/Commercial Corridors
- COD Staff and Health Organizations
- Residents
- Students and School Staff

Walk audits can be conducted with audiences as identified collaboratively with COD staff and the project Advisory Committee to gain insights into the infrastructure, human behavior, and sociological components of COD streets.

During the walk audits, Consultant will provide streamlined data collection techniques as part of the observations. ArcGIS Survey123 will be deployed to diversify the perspectives captured in the field during walk audits. Consultant will provide a mobile-first, form-based data capture system that writes straight into GIS. Consultant will enable geolocated field observations to ensure structure, spatial accuracy, and operational scalability.

Engagement Deliverables

- Community Engagement Plan
- Project Branding
- Project Website Content and Embeddable WebMap
- Intercept Survey
- Up to five (5) Pop-up Events
- Up to four (4) Walk Audits
- Up to two (2) Public Meetings
- Communications Copy, Assets, and Graphics
- Materials for all events which may include but is not limited to poster boards, flyers, and presentations
- Community Engagement Summary Memo

Task 1.5 – Equity Considerations

Inclusive Engagement – Community Champions

As noted above in the Task 1.4 – Engagement and Collaboration, Consultant will develop a community champions program. The program will compensate members of the community for being a part of our CSAP and CSS team. These community champions will be tasked with conducting micro engagements throughout the CSAP process. These micro engagements will enable the collection of authentic input from members of the community to ensure an inclusive and representative process.

Bilingual

Consultant team will produce all materials for public consumption in both English and Spanish.

Underrepresented Populations

As noted above, our community champions will enable the team to reach underrepresented populations in ways that traditional open house public meetings fall short. In addition to this approach, Consultant has included budgetary line items for childcare services and expanded public

transportation services during the two (2) community meetings to eliminate barriers to participation. For budgetary purposes, \$1,000 has been allocated for each public meeting.

Consultant will conduct two pop-up demonstrations as part of this project to provide community members with a sense of real physical change and progress. The location of these demonstrations will be determined in collaboration with COD staff and then agreed to by the Advisory Committee. The pop-up demonstrations are expected to be deployed in conjunction with the 2nd in-person community meeting. Material costs for the demonstration are not included in the Consultant fees, and are assumed to be compensated through COD funding sources as part of the CSAP grant agreement.

Equity Analysis

An existing conditions equity analysis will be provided by Consultant to enable COD, stakeholders, and the community to understand if and to what extent the burden of deaths and severe injuries in Douglas are disproportionately experienced. Initial findings will shape Advisory Committee composition and the Community Engagement plan.

Consultant will explore demographic and crash data collected for the safety analysis, exploring dimensions including but not limited to income, national origin, English proficiency, age, and vehicle access. This task will also review the descriptive statistics, systemic analysis, and HIN through an equity lens to identify existing disparities.

Equity Impacts

Consultant will work to quantify how the proposed strategies, policies, and projects in the CSAP will benefit groups seeking equity, as identified in the equity analysis. Consultant will engage the Advisory Committee in assessing the potential unintended consequences of proposed strategies, additional actions that may need to be reflected in actions to implement strategies, and in creating a plan to continue engagement and capacity building with underserved people in Douglas.

Equity Considerations Deliverables

- Equity Analysis Memorandum
- Equity Impacts Memorandum

Task 1.6 – Policy and Process Changes

Consultant will identify and review key federal, state, regional, and local policies and processes that impact traffic safety in Douglas. Our process includes establishing a policy baseline, bringing in best practices, and generating policy and process recommendations.

Current Policy and Practice Baseline

Consultant will work with COD staff to develop a baseline of the current state of practice. Leveraging our Vision Zero Maturity and State of Safety Culture tools, we'll conduct interviews and surveys with staff and stakeholders to understand where Douglas is today and what a phased logical progression to the CSAP goal might be.

Consultant will then identify relevant existing policies related to transportation, safety, capital project implementation, and street maintenance. We will develop an inventory of existing policies, which will be the foundation for the recommended policies and actions developed through this task.

Working with the COD staff, the Consultant will identify up to three (3) peer jurisdictions and evaluate their safety policies and CSAPs. Consultant will develop a matrix of peer agency policies and will review them with the COD to identify strategies implemented elsewhere that may be a good fit for their community, with an emphasis on the high-risk crash types and roadway features identified in the crash analysis.

Policy Recommendations

Consultant will facilitate a policy and process workshop to share our best practices and identify gaps, barriers, opportunities, and priorities for policy and process changes. Policy and process changes take thought, time, and buy-in and will work with COD to select the most impactful changes that grow agency maturity level and are most in-line with engagement feedback and crash analysis findings.

Policy and Process Changes Deliverables

- Policy and Process Workshop
- Policy and Process Change Memorandum

Task 1.7 – Strategy and Project Selection

Engagement, safety analysis, equity analysis, and policy and process changes all come together in the Strategy and Project Selection task. Beyond identifying capital improvements, our team will work with COD to develop programmatic strategies, policies, and detailed actions spanning all five (5) Safe System areas. Together, these strategies and projects will reflect Douglas' safety priorities for future funding and implementation.

Systemic Safety Toolkit

Systemic safety treatments can be implemented with limited planning and design. While large capital projects are a necessary part of a CSAP, systemic safety improvements play a key role as well.

With these low-cost treatments, agencies can reduce crash risk at dozens of locations within the cost of just one large capital project. These improvements do not necessarily only need to be “paint and post,” solutions and strategies that integrate safety improvements into other routine work will also be explored.

The Consultant will develop a toolkit of up to six (6) systemic safety treatments that can be implemented in Douglas. Each treatment will include a description, an overview of the treatment’s safety benefits, a summary of general contexts where the treatment can be implemented, and a list of specific locations in Douglas where the treatment is recommended. Locations that will be targeted for systemic improvements may include along the HIN, locations with similar characteristics to areas of high crash risk, and locations noted as high priorities by the community.

Project Prioritization Framework

Consultant will work with COD staff and the Advisory Committee to define a process to assess potential projects. This will include development of a project prioritization framework to help identify and define specific projects including along the HIN. The project prioritization process developed for the Plan will complement Douglas’ existing project development process with crash data, focused on identified emphasis areas and severe crashes. This framework will also serve as a tool for COD to use in the future when determining which safety projects to prioritize.

This framework can be qualitative, quantitative, or a hybrid of both. The Consultant, with input from the COD and the Advisory Committee, will:

- Define and group project categories (e.g. quick build, spot improvements, corridor projects)
- Define ranking criteria, which may include quantitative inputs such as severe crash history or risk, community input and proximity to key destinations, as well as qualitative inputs like project readiness cost considerations
- Validate ranked projects based on local knowledge, feasibility/conflicts, geographic diversity, and/or planning alignment

The resulting framework will be transparent and repeatable, helping to build on COD’s culture of safety.

Using the prioritization framework, the team will identify up to three (3) priority capital project locations along the HIN. These locations will be selected based on crash history, equity, economic competitiveness, and sustainability and in line with SS4A Implementation Grant criteria. Unlike systemic or smaller-scale improvements, these projects will involve larger capital investments, such as corridor upgrades or intersection redesigns, and will require further planning and design before implementation. The projects can be advanced by the City through future SS4A funding rounds or other programs.

For each project, Consultant will prepare a clear, easy to understand summary that includes:

- Crash history and crash types
- Description of the proposed improvement(s)
- Expected benefits and potential crash reduction (based on available research)
- A generalized concept drawing over aerial imagery that enables the public to easily visualize the changes along the corridor or intersection
- A planning-level cost estimate
- Identification of potential funding sources, including and beyond SS4A

These summaries will help COD clearly communicate project intent to stakeholders and support strong, data-driven applications for SS4A and other funding sources. By identifying ready-to-go projects linked directly to safety needs, the plan becomes actionable and positions COD for implementation success.

Strategy and Action Planning

The task will include identifying safety strategies, as well as the responsible agencies or stakeholders for achieving them. While it is anticipated that these strategies and actions will include infrastructure, they should also cover policy, education, engagement, data analysis, automated enforcement, emergency response, and other areas corresponding to the Safe System objectives. This process will be collaborative and iterative. Working with Douglas staff and stakeholders, Consultant will seek consensus around priority strategies through a hands-on workshop. We will then collectively define short-term actions for each strategy in a second working session. These actions will include tasks that can be achieved within the next two (2) years. Each action will be assigned to a responsible department or staff member for accountability through implementation.

Strategy and Project Selection Deliverables

- Systemic Safety Toolkit
- Conceptual Designs and Cost Estimates for three (3) high injury locations
- Strategy and Action Planning Working Sessions
- Strategies and Projects Memorandum

Task 1.8 – Progress and Transparency

The CSAP will fulfill each of the components prescribed by the SS4A program, and it will provide Douglas with eligibility to apply for future SS4A implementation funds for the projects and strategies within it.

Establishing a coordinated, comprehensive evaluation framework for Douglas' CSAP will help to build transparency with elected officials and community members, create defined feedback loops between implementation and future design and investment choices, and enable adaptation moving

forward while adhering to the Douglas’ core values and desired outcomes.

Consultant staff will work closely with COD staff and the Advisory Committee to develop an evaluation, monitoring, and reporting framework including:

- **Establish a goal year commitment.**
- **Indicators and targets** - Identify performance indicators to measure key outcomes such as safety and equity as well as track the CSAP’s outputs and impacts. Once indicators are selected, we will work with staff and the Advisory Committee to establish time-bound targets for appropriate indicators.
- **Project evaluation** - In addition to measuring the performance of the overall CSAP, it is equally important to create a structure for consistently evaluating individual improvements as they are implemented. We will work with staff to establish standards and processes for collecting and analyzing before/after data and sharing findings both internally and externally.
- **Tracking and reporting** - Working with the COD, we will establish processes, structures, tools, and templates that enable staff to track and report on CSAP indicators and targets in a replicable manner that minimizes the level of effort required.

Consultant will develop a plan document in a format for the CSAP that brings all conversations, analysis, and decisions of this wide-reaching process into a tight, visually appealing package.

Progress and Transparency Deliverables

- Progress & Transparency Memorandum
- Draft Plan (PDF)
- Final Plan (PDF)
- Data Transfer
- Executive Summary (PDF)

Part 2 – Complete Street Study

Consultant shall complete the following tasks as part of the Complete Street Study scope of services. The Part 1 – Safety Action Plan and Part 2 – Complete Street Study scope of services will be prepared concurrently as illustrated in the schedule. For budgetary purposes, where there is an overlap in scope of services between Part 1 and Part 2 services the associated fee has been divided proportionately as follows – 30% assigned to Part 1 and 70% assigned to Part 2.

Task 2.1 – Data Collection and Analysis

Existing Conditions Data

Consultant will obtain aerial, parcel, and road centerline mapping from Cochise County GIS databases to identify existing street dimensions and right-of-way availability. If available from City

staff, GIS layers for water and/or sewer will be added to the existing conditions mapping. Aerial mapping will be used to inventory existing multimodal connectivity, and sidewalks in a GIS database for the corridors in the CSS study.

Geospatial Data

Consultant will compile available existing documentation and information for COD. Data sources will include but are not limited to ADOT, FHWA, NHTSA, FARS, local data from COD, Cochise County, and Replica — a mobility data platform that uses aggregated and anonymized cellphone location data to model travel patterns.

- **Crash Data** – Consultant will evaluate trends based on the oldest available data and detailed trends with the most recent 5 years of data.
- **Transportation Network Data** – Consultant will obtain characteristics about the streets including the number of lanes, posted speed limit, intersection control, the presence of bicycle or pedestrian facilities, and other related data.
- **Volume Data** – Consultant will obtain ADOT data on traffic volumes and supplement the data with and data provided by COD staff.
- **Land Use Data** – Consultant will obtain density and land use data along with location of key destinations, like schools, parks or transit stations.
- **Demographic Data** provides insight into potential disparities in where severe crashes occur and who is exposed to traffic safety issues. These data will inform the equity analysis, both of existing conditions as well as of recommended infrastructure improvements.

For budgetary purposes, a \$10,000 line item has been included to perform any additional volume counts, turning movement counts, or speed studies as identified to be required by COD staff.

Replica data will be used to provide operating speeds and to validate count data as necessary. Data to be utilized for this project is included in Consultant's subscription to the service and will be provided at no cost to the project or COD.

Walk Audits

Walk audits are another form of data collection that will be utilized that is detailed and budgeted further in the Task 1.4 – Engagement and Collaboration and Task 2.2 – Public Engagement.

Site Visit

A 2-day long site visit will be conducted by Consultant to perform in-depth reviews of each of the CSS corridors. Consultant will have two (2) staff members perform the site visit. Travel and lodging for the site visits are included in this task budget.

Data Collection Deliverables

Deliverables for this task include the following. These deliverables will be utilized for the Part 1 – Safety Action Plan and Part 2 – Complete Street Study scopes of work.

- Crash Data Map
- Transportation Network Map
- Traffic Volumes Map
- Land Use Map
- Demographic Map
- Walk Audit Summaries

Task 2.2 – Public Engagement

To reduce engagement fatigue Consultant is proposing engagement and collaboration be conducted simultaneously for the CSAP and CSS as detailed in Task 1.4 – Engagement and Collaboration. For budgetary purposes, the fee associated with these tasks has been divided proportionately between the Part 1 – Safety Action Plan and Part 2 – Complete Street Study. Refer to Task 1.4 – Engagement and Collaboration for detailed scope of work associated with this task.

Task 2.3 – Design Recommendations

Building off the data collected for existing conditions, Consultant will identify opportunities and constraints based on available right-of-way, in-fill development plans, curb-to-curb widths, and traffic data. Solutions will be developed with a pragmatic eye towards implementable solutions within the confines of the RAISE grant award budget. Alternative concepts will be developed in plan view for COD staff and Advisory Committee evaluation prior to sharing with public and stakeholders. Alternatives vetted by COD staff and Advisory Committee members will be advanced into 3D simulations for public and stakeholder consumption. Subconsultant J2 Design will provide the 3D renderings.

This task will culminate with 15% level design exhibits and 3D renderings for each of the eleven (11) RAISE corridors. 3D renderings will be prepared by subconsultant J2 Design.

Design Recommendations Deliverables

- Complete Streets Corridor Opportunities and Constraints Maps
- Complete Streets Corridors Alternatives (up to 3 per corridor) Plan View Exhibits
- Complete Streets 3D Renderings (1 per corridor)

Task 2.4 – Final Study Deliverables

Consultant will compile all conversations, analysis, and decisions of the CSS process into a tight, visually appealing package that documents selection of recommended alternatives for each of the

complete street corridors.

Final Study Deliverables

- Draft Complete Street Study Memorandum (PDF)
- Final Complete Street Study Memorandum (PDF)
- Data Transfer
- Executive Summary (PDF)

Exclusions

- Additional Rendering(s) not identified in this proposal
- Final design services
- Additional Submittals/Reviews
- Anything not expressly stated in this proposal

**CITY OF DOUGLAS PROJECT NO. TBD
SAFE STREETS FOR ALL SAFETY ACTION PLAN AND
COMPLETE STREET STUDY**

TASK	DESCRIPTION	SR. PROJECT MANAGER \$250.00		SENIOR PROJECT ENGINEER \$175.00		SENIOR PLANNER \$170.00		DESIGNER / EIT / PLANNER \$120.00		INTERN \$75.00		Reimbursables	Blue Zones	J2 Design	TOTAL TYLIN HOURS	TOTAL TYLIN FEE	TOTAL FEE
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$						
Part 1: Safety Action Plan																	
1.1	Leadership Commitment and Goal Setting	12	\$3,000.00		\$0.00	16	\$2,720.00		\$0.00		\$0.00	\$718.50			28	\$5,720.00	\$6,438.50
1.2	Planning Structure	64	\$16,000.00	28	\$4,900.00	36	\$6,120.00		\$0.00		\$0.00				128	\$27,020.00	\$27,020.00
1.3	Safety Analysis	8	\$2,000.00	40	\$7,000.00	40	\$6,800.00	80	\$9,600.00	40	\$3,000.00				208	\$28,400.00	\$28,400.00
1.4	Engagement and Collaboration	12	\$3,000.00	8	\$1,400.00	51	\$8,670.00	54	\$6,480.00	9	\$675.00	\$2,432.85	\$13,375.50	\$3,735.06	134	\$20,225.00	\$39,768.41
1.5	Equity Considerations	4	\$1,000.00	8	\$1,400.00	24	\$4,080.00	40	\$4,800.00		\$0.00	\$5,000.00			76	\$11,280.00	\$16,280.00
1.6	Policy and Process Changes	6	\$1,500.00		\$0.00	60	\$10,200.00		\$0.00		\$0.00				66	\$11,700.00	\$11,700.00
1.7	Strategy and Project Selection	12	\$3,000.00	52	\$9,100.00	44	\$7,480.00	80	\$9,600.00		\$0.00				188	\$29,180.00	\$29,180.00
1.8	Progress and Transparency	16	\$4,000.00		\$0.00	60	\$10,200.00	130	\$15,600.00		\$0.00				206	\$29,800.00	\$29,800.00
SUB TOTAL PROFESSIONAL FEES BASIC SERVICES		134	\$33,500.00	136	\$23,800.00	331	\$56,270.00	384	\$46,080.00	49	\$3,675.00	\$8,151.35	\$13,375.50	\$3,735.06	1,034	\$163,325.00	\$188,586.91
Part 2: Complete Street Study																	
2.1	Data Collection and Analysis	4	\$1,000.00	40	\$7,000.00	80	\$13,600.00	120	\$14,400.00		\$0.00	\$11,674.50			244	\$36,000.00	\$47,674.50
2.2	Public Engagement	28	\$7,000.00	17	\$2,975.00	119	\$20,230.00	126	\$20,248.20	21	\$1,575.00	\$5,676.65	\$31,209.50	\$8,715.14	311	\$52,028.20	\$97,629.49
2.3	Design Recommendations	8	\$2,000.00	160	\$28,000.00		\$0.00	400	\$48,000.00		\$0.00			\$23,121.80	568	\$78,000.00	\$101,121.80
2.4	Final Study Deliverables	6	\$1,500.00	40	\$7,000.00	40	\$6,800.00	80	\$9,600.00		\$0.00				166	\$24,900.00	\$24,900.00
SUB TOTAL PROFESSIONAL FEES ALLOWANCES		46	\$11,500.00	257	\$44,975.00	239	\$40,630.00	726	\$92,248.20	21	\$1,575.00	\$17,351.15	\$31,209.50	\$31,836.94	1,289	\$190,928.20	\$271,325.79
GRAND TOTAL NOT TO EXCEED PROFESSIONAL FEES		180	\$45,000.00	393	\$68,775.00	570	\$96,900.00	1,110	\$138,328.20	70	\$5,250.00	\$25,502.50	\$44,585.00	\$35,572.00	2,323	\$354,253.20	\$459,912.70

EXHIBIT "C"

CITY OF DOUGLAS
SAFE STREETS FOR ALL SAFETY ACTION PLAN AND COMPLETE STREET STUDY

Month	2026								2027				
	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Part 1: Safety Action Plan													
1.1 - Leadership Commitment and Goal Setting													
1.2 - Planning Structure													
1.3 - Safety Analysis													
1.4 - Engagement and Collaboration													
1.5 - Equity Considerations													
1.6 - Policy and Process Changes													
1.7 - Strategy and Project Selection													
1.8 - Progress and Transparency													
Part 2: Complete Street Study													
2.1 - Data Collection and Analysis													
2.2 - Public Engagement													
2.3 - Design Recommendations													
2.4 - Final Study Deliverables													
Key:													
Analysis/Production													
In-Person Meetings													
Virtual Meetings													
Deliverable Review and Revisions													
Comment Period													

DOUGLAS BUDGET - BLUE ZONES	DAN BURDEN		SARAH BOWMAN		ENEA SERNESI		TOTAL HOURS	TASK FEE	
	HOURS	\$ 250	HOURS	\$ 165	HOURS	\$ 100			
Project Management & Monthly Team Meetings	16	\$ 4,000	4	\$ 660	0	\$ -	20	\$ 4,660	
Zoom Kick-Off Meeting & Contract Administration	2	\$ 500	2	\$ 330	0	\$ -	4	\$ 830	
Existing Conditions Assessment	30	\$ 7,500	2	\$ 330	0	\$ -	32	\$ 7,830	
Technical Advisory Group Engagement	20	\$ 5,000	2	\$ 330	0	\$ -	22	\$ 5,330	
On-Site Events Prep & Presentation Development	10	\$ 2,500	4	\$ 660	10	\$ 1,000	24	\$ 4,160	
On-Site Events (Audit, Training, Meetings, Demonstration)	40	\$ 10,000	2	\$ 330	40	\$ 4,000	82	\$ 14,330	
Plan Peer Review	10	\$ 2,500	8	\$ 1,320	0	\$ -	18	\$ 3,820	
	128	\$ 32,000	24	\$ 3,960	50	\$ 5,000	202	\$ 40,960	LABOR
								\$ 3,625	DIRECTS
								\$ 44,585	TOTAL FEE

DIRECT EXPENSES	RATE	DAN	COST
ROUNDRIP FLIGHT	\$ 1,500	1	\$ 1,500
HOTEL	\$ 250	5	\$ 1,250
TRANSPORT	\$ 100	5	\$ 500
MEALS PER DIEM	\$ 75	5	\$ 375
			\$ 3,625

April 9, 2026

Christopher Milner, PE
Senior Project Manager
TY Lin
1475 North Scottsdale Road, Suite 450
Scottsdale, AZ 85257

Re: Douglas Safety Action Plan, Douglas, Arizona

Mr. Milner,

J2 Engineering and Environmental Design, LLC (J2 Design, J2) is pleased to provide professional master planning design services for the Douglas Safety Action Plan. J2 will serve as a Sub-consultant TY Lin for the professional services. This scope of work is based upon our recent virtual meeting and email correspondence with you.

Project Understanding: The City of Douglas, through the Safety Action Plan, desires to plan for safety improvements to several streetscape corridors by use of complete street safety considerations. J2's services will be focused on public engagement activities and complete street concept renderings to assist TY Lin. J2's not-to-exceed design fees are as outlined below:

J2 Design – Master Planning \$33,572.00

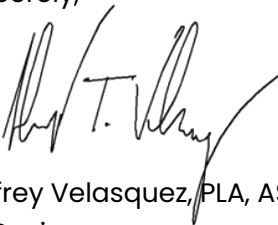
Allowances

Owner Design \$2,000.00

Total Fee with Allowances: \$35,572.00

Thank you for the opportunity to provide professional master planning services on this project and to be able to serve the City of Douglas. Please contact me if you have any questions.

Sincerely,



Jeffrey Velasquez, PLA, ASLA
J2 Design
Principal
jvelasquez@j2design.us
(o) 602.438.2221

Project Overview: The City of Douglas desires to plan for safety improvements to several streetscape corridors by use of complete street safety considerations. J2 will provide support to TY Lin for public engagement and graphic renderings.

Scope of Work:

Task 100: Primary Engagement

J2 will participate in two (2) public engagement meetings at the City of Douglas. The purpose will be to gain input on the corridor safety improvements and concepts. J2 will have three (3) attendees participate. Time shown in the hours matrix includes travel time.

J2 will provide the graphic design for the public engagement mailers. The design shall be coordinated with TY Lin and City of Douglas. Design will be provided in Indesign and pdf format. J2 will provide the public engagement mailer design for two (2) public meetings. J2 staff will provide coordination with the selected print shop for coordination of the mailer printings. Cost for printings is not included in this proposal and shall be paid by City. Cost for mailings is not included in this proposal and shall be paid by City.

J2 will participate in three (3) virtual coordination meetings with TY Lin and/or City staff for design of the mailers.

Deliverables:

- Initial public engagement mailer concepts (2) (PDF)
- Final public engagement mailer design (2) (PDF and Indesign) – one design, similar in nature to the original – shall also be provided for the second public meeting

Meetings:

- Two (2) public engagement meetings in-person in Douglas – Three (3) J2 attendees
- General coordination virtual meetings for mailer design and coordination

Task 200: Complete Streets Aspect

J2 will provide graphic renderings for eleven (11) street corridors. Graphic view will be either a ground level or bird's-eye view – one view per corridor. Rendering will be produced using Autocad, Sketchup, and Lumion or similar modeling programs.

Deliverables:

- Eleven (11) graphic renderings – one for each corridor as determined by TY Lin (PDF)

Meetings:

- One (1) general coordination virtual meeting with TY Lin to coordinate the renderings

Design Allowances

The following allowance may only be utilized if authorized in advance by the TY Lin and City of Douglas. The allowance will not be authorized until a full modified scope is known and may need to be increased if the required scope exceeds the established allowance amount. The following allowance have been established for this project:

Owner Allowance: An allowance has been established to cover additional graphics or public engagement should the owner choose to modify or add to the existing scope of work.

General Project Coordination and Understanding:

TY Lin shall designate a person for the project to act as the Client's representative with respect to the services to be performed or furnished by J2 under this agreement. Such person, department, or committee shall have complete authority to transmit instructions, receive information, interpret, and define the Client's policies and decisions with respect to J2's services for the Project. TY Lin shall also provide key team personnel to be available in coordination meetings including operations and plan review representatives.

TY Lin shall make available to J2 all existing available data and records relevant to the site.

TY Lin shall approve in a timely manner all criteria and information as to Client's requirements for the Project including planning objectives and constraints, performance requirements, any budgetary limitations, and the submittal by J2 at the various phases of the projects.

TY Lin shall furnish to J2, upon the request of J2 for performing the services, any existing pertinent data prepared by others, including electronic base maps, drawings of physical conditions in or relating to existing surface or subsurface utilities or structures within the planning area, hydrographic surveys, environmental or cultural assessments, impact statements, and other relevant environmental or cultural studies pertaining to the project.

TY Lin shall give prompt notice to J2 whenever Client observes or otherwise becomes aware of any development that affects the scope of services or the time schedule of J2.

TY Lin warrants that members of J2 have the right to enter upon the real property involved herein, and extends this right to J2. J2 agrees to exercise due care in the performance of all services pursuant hereto.

J2 has provided no biological, environmental or cultural investigations on this site/project, has no knowledge of any adverse biological, environmental or cultural conditions on the site/project, and is not responsible for and has no liability for any such condition, should one be found. It is the responsibility of the Client to investigate and make these biological, environmental or cultural determinations based on the best knowledge and information

available at the time of this project. Clearance to begin work shall be given prior to directing or ordering the preparation of any engineering documents.

The following tasks are NOT included in this scope of services:

1. Erosion control, SWPPP inspections.
2. Utility Potholing.
3. Environmental Clearances and/or Studies or Reports.
4. Final Design Services.
5. Post Design Services.


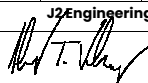
Design Assumptions and Exclusions:

1. Legal descriptions, Boundary Survey, ALTA, title reports, and any effort to establish any easements is not included in this scope of services. Pertinent data will be provided to J2 by TY Lin in an electronic CAD format.
2. Final Design Engineering or Landscape Architecture services are not included in this scope of services.
3. J2 is not providing any environmental, cultural, or biological investigations or clearances.
4. Reproduction of pdf deliverables or mailers shall be paid by others (or City) and has not been included in this scope of services.
5. Postage for mailers is not included in this scope of services and shall be paid by others (or City).

We would expect to start our services promptly after receipt of your acceptance, along with the City's notice to proceed, and complete our services in a timely manner. This Exhibit represents the entire understanding of the Scope of Work as set out herein and may only be modified in writing signed by both parties.

* * *

Douglas Safety Action Plan
 Prepared for TY Lin
 Prepared by J2 Design
 4/9/2026

	Labor Category:	Design Manager	Project Engineer Sr.	Project Engineer	Engineer	Landscape Architect Sr.	Landscape Architect	Designer Sr.	Designer	
	Rate:	\$ 227.70	\$ 202.40	\$ 148.64	\$ 120.81	\$ 207.88	\$ 138.31	\$ 122.89	\$ 89.18	
Task #	Task Description:									Hours Total
100 Primary Engagement										
101	Public Engagement #1 in Douglas (Three J2 attendees)	0	0	0	0	8	0	8	8	24
102	Public Engagement #2 in Douglas (Three J2 attendees)	0	0	0	0	8	0	8	8	24
103	Graphic design for public engagement mailers	1	0	0	0	1	4	8	0	14
104	Production coordination for public engagement mailers	0	0	0	0	0	4	6	0	10
105	General coordination virtual meetings with TY Lin and/or City of Douglas (3 meetings)	0	0	0	0	3	0	3	0	6
200 Complete Streets Aspect										
201	3D renderings for eleven street corridors (ground level or birds's-eye rendering - one per corridor)	0	0	0	0	1	4	176	0	181
202	General coordination virtual meeting with TY Lin (1 meeting)	0	0	0	0	1	0	0	0	1
J2 Hours per Labor Category:		1	0	0	0	22	12	209	16	260
J2 Fee per Labor Category (Rounded to Nearest Whole Dollar):		\$ 228.00	\$ -	\$ -	\$ -	\$ 4,573.00	\$ 1,660.00	\$ 25,684.00	\$ 1,427.00	\$ 33,572.00
Subconsultants:		Fee Amount								
None		Total Fee J2, Subconsultants, and Allowances: \$ 35,572.00								
Total Subconsultants:		\$ -								
Allowances:		Fee Amount								
Owner Allowance		\$ 2,000.00								
Total Allowances:		\$ 2,000.00								
 J2 Engineering and Environmental Design, LLC										
Jeffrey Velasquez, PLA, ASLA										April 9, 2026
Principal										Date