



SOLICITATION SIGNATURE PAGE

(Please attach to Goal Setting Worksheet and API Recommendation Form)

Presented at GSC Meeting: 12/03/2025

Department/Division Engineering & Public Works / Roadway Production

Street Lighting Professional Continuing Services Contract on a
Consultant Service Authorization (CSA) Basis / Project #2026052

Project Name/Number _____

Contract Manager Holly B. Knight, P.E.

Phone/ E-mail 561-684-4150 / hknight@pbc.gov

Estimated Date of Advertising Winter 2025 Estimated Dollar Value of Project \$250,000

Type of Solicitation RFP - CCNA Professional Services Selection

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Karen O. Jones 10/28/25

Department/Division Director

[Signature] 10/28/25

OEBO

Tony Newton 11/17/25

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Engineering and Public Works
 Project Name/Number Street Lighting Professional Continuing Services Contract on a Consultant Service Authorization (CSA) Basis / Project #2026052
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The following steps have been taken in the review of the scope of services and terms:

EARLY/FORMAL REVIEW*



A review of the Terms and Conditions of the solicitation and contract has been reviewed and removed any language or conditions that may adversely impact SBE firms to respond.



Special contract requirements are included due to the following:



This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among SBE firms.



This solicitation review has considered and determined this contract is sized to maximize SBE participation in the bidding process. The following steps were taken:

☐ The following opportunities have been combined to increase the competition among SBE firms:

☒ The selection criteria will not unnecessarily restrict competition or adversely impact the ability for SBE firms to respond or participate as subcontractors. The following steps were taken:

☒ The project will be advertised for a minimum of 30 days unless where practical or for a longer period if required by state law.

☒ Researched relative availability for the particular good or service at the prime and subcontractor levels.

☒ Consult with department management on which API will create maximum opportunity for SBE firms or prepare Waiver.

☒ Complete Goal Setting form with backup documentation.

☐ The originating department has determined there are no SBE subcontracting opportunities and have included documentation associated with the **No API** recommendation on the Goal Setting Worksheet.

☒ Forward to the OEBO for review.

☐ If the OEBO agrees, submit to the Purchasing or Originating Department.

☐ If the OEBO disagrees, change and submit to Purchasing or Originating Department.

MANDATORY REVIEW

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OEBO for the Goal Setting Committee.

*A Solicitation Signature Page should be attached and signed at each step of the review process.

GOAL SETTING*

Project Summary Worksheet Availability Adjustment/Weighting

*Rev. 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: November 12, 2025

SOLICITATION NAME: Street Lighting Professional Continuing Services

PROJECT No. 2026052

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

SCOPE OF PROJECT:

Street lighting system design. Design tasks will be issued to the consultant on an as needed basis. Projects will be to provide street lighting design plans and professional consulting services.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
92531	Electrical Engineering (Incl. Cogeneration Design Services)	\$250,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$250,000.00	100.00%

AVAILABILITY

COMMODITY	SBE	WBE	M/WBE	RACE/ETHNICITY				Total S/M/WBE	NON-SBE	TOTAL FIRM	PERCENT OF WORK
				AABE	NABE	HABE	ABE				
92531	11								37	48	100.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
Total	11								37	48	100.00%

COMMODITY AVAILABILITY										WEIGHT
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE	
92531	0.22917								0.77083	1.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
TOTAL	0.22917								0.77083	
X 1	22.92%								77.08%	

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

GOAL SETTING*

Project Summary Worksheet Availability Adjustment/Weighting

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ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: November 12, 2025

SOLICITATION NAME: Street Lightin Professional Continuing Services Contract on a Consultant Service
Authorization (CSA) Basis

PROJECT No. 2026052

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

AVAILABLE APIS:

SBE Evaluation Preference for SBE Participation

DEPARTMENT RECOMMENDED API:

SBE Evaluation Preference for SBE Participation

Holly B. Knight, P.E.

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

11.12.25

OEBO RECOMMENDED API:

SBE Evaluation Preference for SBE Primes

Terry Newton

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

11/17/2025

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE