



## 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

Project Name/Number Construction Engineering & Inspection Professional Continuing Services Contract on a Consultant Service Authorization (CSA) Basis / Project #2026053

Contract Manager Holly B. Knight, P.E.

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

Estimated Date of Advertising Spring 2026 Estimated Dollar Value of Project \$3,000,000

Type of Solicitation RFP - CCNA Professional Services Selection

### DEPARTMENT/DIVISION/OFFICE

### SIGNATURE AND DATE

Originating Department/Division

Kath O. Jance 10/28/25

Department/Division Director

[Signature] 10/28/25

OEBO

[Signature] 11/17/25

Goal Setting Committee Chairperson

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## Solicitation Review and API Recommendation

Department/Division Engineering and Public Works  
 Project Name/Number Construction Engineering & Inspection Professional Continuing Services Contract on a Consultant Service Authorization (CSA) Basis  
 Contract Manager Holly Knight  
 Phone/e-Mail 561/684-4150 / HKnight@pbc.gov  
 Estimated Date of Advertising Spring 2026 Estimated Dollar Value of Project \$3,000,000  
 Type of Solicitation RFP - CCNA Professional Services

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: Construction Engineering & Inspection Professional Continuing Services

PROJECT No. 2026053

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

#### AVAILABLE APIS:

SBE Subcontracting (15%)  
SBE Evaluation Preference for SBE Participation

#### DEPARTMENT RECOMMENDED API:

SBE Subcontracting (15%)  
SBE Evaluation Preference for SBE Participation

Holly B. Knight, P.E.

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

#### OEBO RECOMMENDED API:

SBE Subcontracting (15%)  
SBE Evaluation Preference for SBE Participation

Terry Newton

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE