



SOLICITATION SIGNATURE PAGE

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

Presented at GSC Meeting: 10/15/2025

Department/Division Engineering & Public Works / Roadway Production

Traffic Signal Timing and Operations Professional Continuing
Services Contract (Project #2025057)

Project Name/Number _____

Contract Manager Holly B. Knight, P.E.

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

Estimated Date of Advertising Fall 2025 Estimated Dollar Value of Project \$1,750,000

Type of Solicitation RFP - CCNA Professional Services Selection

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Kurt O. Free 9/29/25

Department/Division Director

Mike R... 9/29/25

OEBO

Angela... 10/9/2025

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Engineering and Public Works
 Project Name/Number Traffic Signal Timing and Operations Professional Continuing Services Contract (Project #2025057)
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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

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: September 25, 2025

SOLICITATION NAME: Traffic Signal Timing and Operations Professional Continuing Services Contract
on a Consultant Service Authorization (CSA) Basis

PROJECT No. 2025057

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

AVAILABLE APIs:

SBE Price Preference

DEPARTMENT RECOMMENDED API:

SBE Price Preference

Holly B. Knight, P.E.

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Price Preference

Angela Smith

10/9/2025

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

10/9/2025

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE