



**Department of Engineering  
and Public Works**

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Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

**May 8, 2024**

**To: Kittelson & Associates, Inc.**

**Subj: Shortlist Committee Results  
Palm Beach County Safety Action Plan  
Federally Funded  
Project No.: 2023722**

Dear Consultant:

This letter serves to advise that the following team will present to the Selection Committee: **Kittelson & Associates, Inc.**

The Short List meeting for the project will not take place because only the above mentioned team was responsive to the RFP.

Consultants are hereby notified of the "Cone of Silence" requirements pursuant to Palm Beach County Lobbyist Registration Ordinance 2003-055 (Palm Beach County Code 2-351 through 2-358). In addition, it is recommended that all design professionals seeking to provide services to Palm Beach County review Policies and Procedures Manual (PPM) CW-F-067 "Evaluating, Recovering and Recording Errors/Omissions by a Design Professional", which can be found at

<http://www.pbcgov.com/publicaffairs/ppm/pdf/cw-f-067.pdf>

This letter along with the "Consultant Summary" of team will be posted at:

<https://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>

Thank you for your submittal and we encourage you to respond to future RFP's.



**Shortlist Committee Results**  
**Palm Beach County Safety Action Plan**  
**Federally Funded**  
**Project No.: 2023722**  
**May 8, 2024**

The Short Listed firm will be notified under separate cover of their presentation time. Should you have any questions or require additional information, please contact me at 561-684-4150 or email me at [hknight@pbc.gov](mailto:hknight@pbc.gov).

Sincerely,

A handwritten signature in blue ink that reads "Holly Knight".

Holly Knight, P.E.  
Contracts Section Manager

Attachments:

1. Shortlist Consultant Summary of Team

ec: with Attachments

Patrick Rutter, Deputy County Administrator  
David L. Ricks, P.E., County Engineer, Engineering & Public Works  
Joanne M. Keller, P.E., Deputy County Engineer, Engineering & Public Works  
Steven B. Carrier, P.E. Assistant County Engineer, Engineering & Public Works  
Morton L. Rose, P.E., Director, Roadway Production, Engineering & Public Works  
Kathleen O. Farrell, P.E., Asst. Director, Roadway Prod. Div., Eng. & Public Works  
Holly B. Knight, P.E., Contracts Mgr, Roadway Prod. Div., Eng. & Public Works  
JaeAnn Dean, Technical Assistant II, Roadway Prod. Div., Eng. & Public Works  
Motasem Al-Turk, P.E., Director, Traffic Division, Engineering & Public Works  
Melissa Ackert, Assistant Director, Traffic Division, Engineering & Public Works  
Fadi Emil Nassar, P.E., Traffic Operations Mgr., Traffic Div., Eng. & Public Works  
Albert Hoffman, Director, Construction Coordination, Engineering & Public Works  
Scott Cantor, Director, Land Development Division, Engineering & Public Works  
Tonya Johnson, Director, Office of Equal Business Opportunity (OEBO)  
Angela Smith, Small Business Development Specialist, OEBO  
Tiffany Thomas, Contract Oversight Specialist, Office of the Inspector General  
Yelizaveta B. Herman, Assistant County Attorney  
Fay Reynolds, Legal Secretary, County Attorney  
CCNA File

## SHORTLIST CONSULTANT SUMMARY

<b>One (1) Firm to Provide:</b>	<b>Professional Engineering Consulting Services for Palm Beach County Safety Action Plan Federally Funded</b>
<b>Project No:</b>	2023722
<b>EBO API's:</b>	N/A
<b>Meeting Date:</b>	N/A
<b>Meeting Time:</b>	N/A

<u>TEAM</u>				<u>LOCATION</u>		<u>EBO</u>				<u>VOLUME OF PREVIOUS WORK</u>			
Team Members	Services Provided (PBC CCNA Categories)	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee *	Points (10 max)	
<b><u>Kittelson &amp; Associates, Inc.</u></b>	3.05 & 3.06	50%	8	0%	<b><u>N/A</u></b>			50.0	<b><u>N/A</u></b>	\$6,004	\$3,002	<b><u>6</u></b>	
INRIX, Inc.	Software Licensing	13%	2, 8								\$0		\$0
Kimley-Horn & Associates, Inc.	3.05 & 3.06	31%	10	15.5%				31.0			\$1,795,642		\$556,649
Quality Counts, LLC	Data Collection	0%	2, 8								\$0		\$0
The Brand Advocates, Inc.	Public Engagement	4%	2								\$0		\$0
The Haskell Company	Public Engagement	2%	2								\$0		\$0
		<b>100%</b>		<b>15.5%</b>		0.0%	0.0%	81.0%		<b>\$559,651</b>			

<u>Prime Categories</u>	<u>Subcategories</u>	<u>Notes</u>
<b>3.05 ( Traffic Operations Studies)</b>	<b>3.06 (Traffic Operations Design)</b>	* - Pro Rated Fee = Previous Work Amount multiplied by the % of work on the project 1 - Prime and Sub on different teams 2 - Unrequested Service 3 - Incomplete Team 4 - Did not meet mandatory EBO requirement 5 - Prime is doing less than 50% of the work 6 - Prime does not have at least one prime category 7 - Errors or Blanks on Questionnaires or Forms Missing 8 - Not registered in VSS 9 - SF 330 Missing or Incomplete 10 - Errors on Summary Chart at End of Letter (i.e. blanks, TBD instead of value, incorrect company name) 11 - Not CCNA Certified in a category they propose to provide 12 - Firm has provided a disclosure of a conflict