



SOLICITATION SIGNATURE PAGE

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

Presented at GSC Meeting: June 18, 2025

Department/Division Planning, Zoning & Building- Zoning Division

Unified Land Development Code (ULDC) Restructure

Project Name/Number _____

Contract Manager Aaron Maharaj

Phone/ E-mail Amaharaj@pbcgov.org

Estimated Date of Advertising 06/01/2025 Estimated Dollar Value of Project \$120K/yr-\$240K/2y

Type of Solicitation RFP - Non-CCNA

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Planning, Zoning and Building

Department/Division Director

Aaron Maharaj
Digitally signed by Aaron Maharaj, DN: cn=Aaron Maharaj, o=Palm Beach County, ou=Planning, Zoning and Building, email=Amaharaj@pbcgov.org, c=US, Reason: I am the author of this document. Date: 2025.05.21 13:53:48-0400' Foxit PDF Editor version: 12.1.0

Aaron Maharaj, Division Director II

OEBO

 6/12/25

Goal Setting Committee Chairperson



Solicitation Review and API Recommendation

Department/Division Planning, Zoning & Building- Zoning Division
Project Name/Number Unified Land Development Code (ULDC) Restructure
Contract Manager Aaron Maharaj
Phone/e-Mail Amaharaj@pbcgov.org
Estimated Date of Advertising 06/01/2025 Estimated Dollar Value of Project \$120K/yr or \$240K/2yrs
Type of Solicitation RFP

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:

Scope of Services and commodity code(s) were reviewed.

☐ 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 which API will create maximum opportunity for SBEs 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: Planning, Zoning, & Building Planning Division DATE:

SOLICITATION NAME: Unified Land Development Code (ULDC) Restructure PROJECT No.

TYPE OF SOLICITATION: RFP CATEGORY: NON-CCNA-PROF. SVCS

SCOPE OF PROJECT:

The Board of County Commissioners has directed the Zoning Division to update the County's land development regulations in the Unified Land Development Code (ULDC) to remove redundancy and unnecessary complexity. The first eight Articles of the ULDC are under the jurisdiction of the Zoning Division and have been revised multiple times per year since adoption in 1992, including two major rewrites adopted in 2003 and through the Use Regulation Project in 2018. These changes have significantly impacted the structure and clarity of the regulations, creating challenges for both staff and the public. One year contract not to exceed \$120,000 with option to renew for additional 12 months.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
91892	Urban Planning Consulting	\$ 120,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$120,000.00	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				
91892	10								94	104	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%
Total	10								94	104	100.00%

GOAL SETTING*
Project Summary Worksheet
 Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Planning, Zoning, & Building Planning Division

DATE:

SOLICITATION NAME: Unified Land Development Code (ULDC) Restructure

PROJECT No.

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

COMMODITY AVAILABILITY										WEIGHT
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON- SMWBE	
91892	0.09615								0.90385	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
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
TOTAL	0.09615								0.90385	
X 1	9.62%								90.38%	

YTD UTILIZATION:

SBE	M/WBE	WBE	AABE	NABE	HABE	ABE

GOAL SETTING
Project Summary Worksheet
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Planning, Zoning & Building- Planning Division

DATE:

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PROJECT No.

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AVAILABLE APIs:

SBE Evaluation Preference for Prime Bidders

DEPARTMENT RECOMMENDED API:

SBE Evaluation Preference for Prime Bidders

Aaron Maharaj, Division Director II

DEPARTMENT REPRESENTATIVE NAME

Aaron Maharaj

Digitally signed by Aaron Maharaj,
DN: cn=Aaron Maharaj, o=City of Denver, ou=City of Denver, email=Aaron.Maharaj@cityofdenver.gov
Date: 2025.05.21 14:51:03 -0500
Reason: I am the author of this document

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Evaluation Preference for Prime Bidders

Angela Smith

OEBO REVIEWER NAME



OEBO REVIEWER SIGNATURE

6/12/25

6/12/25

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE

Section 4 – Scope of Work

INTRODUCTION AND PROJECT SCOPE

The Board of County Commissioners has directed the Zoning Division to update the County's land development regulations in the Unified Land Development Code (ULDC) to remove redundancy and unnecessary complexity. The first 8 Articles of the ULDC are under the jurisdiction of the Zoning Division and have been revised multiple times per year since adoption in 1992, including two major re-writes adopted in 2003 and with the Use Regulation Project in 2018. These changes significantly impacted the structure and the regulations in a manner that increased redundancies and challenges for the staff and the public to implement and understand, respectively. Zoning is seeking assistance with restructuring Articles 1-8 to resolve issues that have been identified with regards to the ULDC structure, processes, and use regulations. Due to staff shortages and pressing deadlines, Zoning is seeking a consultant to facilitate the necessary amendments to the ULDC. The proposed updates should include, but not limited to, the following:

- Reorganize Articles 1-8 to the same or similar structure used in PBC prior to the 2003 rewrite
 - Return the definitions to the appropriate articles
 - Consolidate site design regulations into a single Article
 - Draft a Public Facilities Article similar to prior version
- Establish work plan to address specific articles impacted for non-Zoning Departments, as needed
- Revise any processes to more accurately reflect Zoning Operations

Role of the Consultant

- Responding to direction from Zoning staff on revisions
- Meeting with appropriate representatives as directed by Zoning Staff to inform thorough review of available information
- Review ULDC articles and Code of Ordinances, as applicable
- Research previously adopted ordinances including justification and data/analysis
- Prepare justification and data/analysis for proposed revisions, including implications and business impact estimate
- Identify additional ideas and regulations not directed by County staff, where appropriate
- Participate in meetings with staff and County Attorney on proposed revisions
- Drafting strike out and underline revisions to the ULDC for Zoning Staff Review
- Work with appropriate Staff to provide in a suitable format for publishing to Municode or similar

Responsibilities of the County

- Providing a staff project manager
- Providing word versions of ULDC articles
- Provide prior ordinances, justification, and data/analysis
- Providing information regarding current processes and operations
- Providing a list of identified issues and directed revisions
- Making arrangements for all meetings, including space, invitations, and notices
 - Providing paper copies for meetings, as needed
 - Printing and distributing copies, as needed

- Providing legal review as necessary
- Reviewing the consultant team's work products and providing comments and direction for improvements and changes
- Review and provide feedback on justification, data/analysis, implications and business impact estimate prepared by Consultant