



SOLICITATION SIGNATURE PAGE

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

Presented at GSC Meeting:

Department/Division Engineering & Public Works / Roadway Production

Traffic Signal Engineering Professional Continuing Services Contract
(Project #2025053)

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 \$1,000,000

Type of Solicitation RFP - CCNA Professional Services Selection

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Kurt D. Free 7/18/25

Department/Division Director

M. A. R. ne 7/21/25

OEBO

Q. J. e 8/18/25

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Engineering and Public Works
Project Name/Number Traffic Signal Engineering Professional Continuing Services Contract (Project #2025053)
Contract Manager Holly B. Knight, P.E.
Phone/e-Mail 561-684-4150 / hknight@pbc.gov
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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: August 18, 2025

SOLICITATION NAME: Traffic Signal Engineering Professional Continuing Services Contract

PROJECT No. 2025053

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

SCOPE OF PROJECT:

3 year continuing services contract for traffic signal engineering on a consultant service authorization basis, as needed, for traffic signal engineering services throughout the County.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
92586	Surveyor Services, Land	\$ 100,000.00	10.00%
92588	Structural Engineering	\$ 50,000.00	5.00%
92593	Traffic and Transportation Engineering	\$ 800,000.00	80.00%
92595	Utilities (Gas, Steam, Electric)/Engineering	\$ 50,000.00	5.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$1,000,000.00	100.00%

AVAILABILITY

				RACE/ETHNICITY						TOTAL FIRM	PERCENT OF WORK
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SBE		
92586	17								39	40	10.00%
92588	17								63	64	5.00%
92593	15								45	46	80.00%
92595	1								26	27	5.00%
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	50								173	177	100.00%

COMMODITY AVAILABILITY										WEIGHT	
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE		
92586	0.04250								0.09750		0.100
92588	0.01328								0.04922		0.050
92593	0.26087								0.78261		0.800
92595	0.00185								0.04815		0.050
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	0.31850								0.97748		
X 1	31.85%								97.75%		

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

GOAL SETTING*
Project Summary Worksheet
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: July 14, 2025

SOLICITATION NAME: Traffic Signal Engineering Professional Continuing Services Contract

PROJECT No. 2025053

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 15% Min. mandatory
SBE Evaluation Preference, Option 2

Angela Smith
OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

8/18/25

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE