



SOLICITATION SIGNATURE PAGE

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

Presented at GSC Meeting:

Department/Division Engineering & Public Works / Roadway Production

Project Name/Number Engineering Services and Grant Support Professional Continuing Services Contract on a Consultant Service Authorization (CSA) Basis, #2026050

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 \$500,000

Type of Solicitation RFP - CCNA Professional Services Selection

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Kashia O. Jamell 7/23/25

Department/Division Director

Mr. R... 7/24/25

OEBO

Q. S... 8/18/25

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Engineering & Public Works / Roadway Production
Project Name/Number 2026050
Contract Manager Holly B. Knight
Phone/e-Mail 561/684-4150
Estimated Date of Advertising Fall 2025 Estimated Dollar Value of Project \$500,000
Type of Solicitation RFP - CCNA Professional Services Selection

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: Engineering Services and Grant Support Professional Continuing Services
 Contract on a Consultant Service Authorization (CSA) Basis

PROJECT No. 2026050

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

SCOPE OF PROJECT:

Preliminary Engineering, grant research and writing.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
94652	Grant Writing Services	\$ 200,000.00	40.00%
92517	Civil Engineering	\$ 125,000.00	25.00%
92535	Environmental Engineering	\$ 25,000.00	5.00%
92593	Traffic and Transportation Engineering	\$ 25,000.00	5.00%
91892	Urban Planning Consulting	\$ 15,000.00	3.00%
91846	Feasibility Studies (Consulting)	\$ 25,000.00	5.00%
91849	Finance/Economics Consulting	\$ 10,000.00	2.00%
92588	Structural Engineering	\$ 25,000.00	5.00%
92528	Drainage Engineering	\$ 25,000.00	5.00%
92546	Geotechnical Engineering	\$ 25,000.00	5.00%
			0.00%
		\$500,000.00	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				
94652	1								20	21	40.00%
92517	37								79	116	25.00%
92535	10								56	66	5.00%
92593	15								31	46	5.00%
91892	10								38	48	3.00%
91846	2								23	25	5.00%
91849	2								20	22	2.00%
92588	17								63	80	5.00%
92528	11								41	52	5.00%
92546	6								23	29	5.00%
Total	111								394	505	100.00%

COMMODITY AVAILABILITY

COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total- S/M/WBE	NON- SMWBE	WEIGHT	
94652	0.01905								0.38095		0.400
92517	0.07974								0.17026		0.250
92535	0.00758								0.04242		0.050
92593	0.01630								0.03370		0.050
91892	0.00625								0.02375		0.030
91846	0.00400								0.04600		0.050
91849	0.00182								0.01818		0.020
92588	0.01063								0.03938		0.050
92528	0.01058								0.03942		0.050
92546	0.01034								0.03966		0.050
0	0.00000								0.00000		0.000
TOTAL	0.16628								0.83372		
X 1	16.63%								83.37%		

GOAL SETTING*
Project Summary Worksheet
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: July 23, 2025

SOLICITATION NAME: Engineering Services and Grant Support Professional Continuing Services
Contract on a Consultant Service Authorization (CSA) Basis

PROJECT No. 2026050

TYPE OF SOLICITATION: RFP

CATEGORY: CCNA-PROF. SVCS

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

AVAILABLE APIs:

SBE Subcontracting (10%)
SBE Evaluation Preference for SBE Participation

DEPARTMENT RECOMMENDED API:

SBE Subcontracting (10%)
SBE Evaluation Preference for SBE Participation

Holly B. Knight, P.E.

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Subcontracting 10%
SBE Evaluation Preference for SBE Evaluation Option 2

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE