



**SOLICITATION SIGNATURE PAGE**

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

Presented at GSC Meeting: October 18, 2024

Department/Division Planning, Zoning, and Building/Planning

Countywide Transportation Master Plan

Project Name/Number \_\_\_\_\_

Contract Manager Whitney Carroll/Thuy Shutt

Phone/ E-mail (561) 233-5008/(561) 233-5367

Estimated Date of Advertising 11/12/24 Estimated Dollar Value of Project \$1,000,000

Type of Solicitation RFP

**DEPARTMENT/DIVISION/OFFICE**

**SIGNATURE AND DATE**

Originating Department/Division Planning, Zoning, and Building/Planning

Department/Division Director Whitney Carroll  Thuy Shutt 

OEBO  10.14.24

Goal Setting Committee Chairperson \_\_\_\_\_



## Solicitation Review and API Recommendation

Department/Division \_\_\_\_\_

Project Name/Number \_\_\_\_\_

Contract Manager \_\_\_\_\_

Phone/e-Mail \_\_\_\_\_

Estimated Date of Advertising \_\_\_\_\_ Estimated Dollar Value of Project \_\_\_\_\_

Type of Solicitation \_\_\_\_\_

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 S/M/WBE 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 S/M/WBE firms.
- This solicitation review has considered and determined this contract is sized to maximize S/M/WBE participation in the bidding process. The following steps were taken:

- The following opportunities have been combined to increase the competition among S/M/WBE firms:

- The selection criteria will not unnecessarily restrict competition or adversely impact the ability for S/M/WBE 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 S/M/WBEs or prepare Waiver.
- Complete Goal Setting form with backup documentation.
- The originating department has determined there are no S/M/WBE 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, and Building DATE: October 4, 2024

SOLICITATION NAME: Countywide Transportation Master Plan PROJECT No.

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

**SCOPE OF PROJECT:**

To produce a Countywide Transportation Master Plan (CTMP) that will establish a multijurisdictional process and planning framework that provide for a countywide vision for transportation and mobility that safely connects people to places. The CTMP incorporates an intergovernmental coordination approach as maybe necessary to create an effective, convenient, and regionally connected multimodal system. The CTMP will identify multimodal transportation needs, and establish a method for on-going intergovernmental coordination of land use and transportation projects. The ideal consulting firm will have expertise in regional transportation and multimodal planning with a successful track record with balancing the complexities and building consensus with multiple public, private, and civic stakeholders. The document will become the primary baseline for transportation and mobility planning in Palm Beach County to achieve the following: Establish best practices for regional mobility; promote and include design principles for safe streets; address the transportation planning of regionally significant

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
91890	Strategic Planning and Consulting	\$ 1,000,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$1,000,000.00	100.00%

**AVAILABILITY**

COMMODITY	RACE/ETHNICITY								Total S/M/WBE	NON-S/M/WBE	TOTAL FIRM	PERCENT OF WORK
	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE					
91890	1	0	6	5	0	1	0	7	36	43	100.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
											0.00%	
<b>Total</b>	1	0	6	5	0	1	0	7	36	43	100.00%	

**COMMODITY AVAILABILITY**

COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE	WEIGHT
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
										0.000
<b>TOTAL</b>	0.02326	0.00000	0.13953	0.11628	0.00000	0.02326	0.00000	0.16279	0.83721	
<b>X 1</b>	2.33%	0.00%	13.95%	11.63%	0.00%	2.33%	0.00%	16.28%	83.72%	

**YTD UTILIZATION:**

SBE	MBE	WBE	AABE	NABE	HABE	ABE

**GOAL SETTING**  
**Project Summary Worksheet**  
**Availability Adjustment/Weighting**

ORIGINATING DEPARTMENT: Planning, Zoning, and Building DATE: October 4, 2024

SOLICITATION NAME: Countywide Transportation Master Plan PROJECT No. \_\_\_\_\_

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

**AVAILABLE APIs:**

**SBE Evaluation Preference for Prime Bidders**

**DEPARTMENT RECOMMENDED API:**

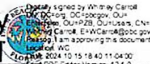
**SBE Evaluation Preference for Prime Bidders**

Thuy Shutt/Whitney Carroll

**DEPARTMENT REPRESENTATIVE NAME**

**Thuy  
Shutt**

**Whitney  
Carroll**



**DEPARTMENT REPRESENTATIVE SIGNATURE**

**OEBO RECOMMENDED API:**

**SBE Evaluation Preference for Prime Bidders**

Angela Smith

**OEBO REVIEWER NAME**

*(Handwritten Signature)*

**OEBO REVIEWER SIGNATURE**

10.16.24

**GOAL SETTING COMMITTEE DETERMINATION**

**Ordinance Reference:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GOAL SETTING COMMITTEE CHAIRPERSON NAME**

**GSC DATE:** \_\_\_\_\_

**GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE**