

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: ENGINEERING AND PUBLIC WORKS**

**SUBJECT: SELECTION OF PROFESSIONAL ENGINEERS, ARCHITECTS,  
LANDSCAPE ARCHITECTS, LAND SURVEYORS AND MAPPERS**

**PPM #: CW-O-048**

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**ISSUE DATE**  
**March 6, 2019**

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**EFFECTIVE DATE**  
**March 5, 2019**

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**PURPOSE:**

To establish procedures for the acquisition of professional services from architects, engineers, landscape architects, or land surveyors and mappers.

**UPDATES:**

Future updates to this PPM are the responsibility of the County Engineer.

**AUTHORITY:**

- Florida Statutes Section 287.055, “Consultant Competitive Negotiation Act”, as may be amended (“CCNA”)
- Florida Statutes Sections 286.011 – 286.0113, (“Sunshine Law” or “Public Meetings Law”), as may be amended
- Palm Beach County Code, Chapter 2, Article III, Sections 2-51 through 2-58 (“County Purchasing Code”), as may be amended
- Palm Beach County Code, Chapter 2, Article VIII, Sections 2-351 through 2-357 (“Lobbyist Registration Ordinance”), as may be amended
- Palm Beach County Code, Chapter 2, Article III, Sections 2-80.20 through 2-80.40 (“EBO Ordinance”), as may be amended
- PPM# CW-O-043 “Equal Business Opportunity (EBO) Program”, as may be amended

**SCOPE:**

The procedures in this PPM apply to all County contracts for CCNA services that exceed the CCNA Thresholds. When federal funds are being used to procure CCNA services, see PPM# CW-L-050 for additional requirements related to federally funded procurements. In the event of a conflict between this PPM and PPM# CW-L-050, the provisions of PPM# CW-L-050 shall apply.

Related PPMs: For information on contract development responsibilities, see PPM# CW-F-049; for information on recovering errors and omissions from design professionals, see PPM# CW-F-067.

## **DEFINITIONS:**

***Affirmative Procurement Initiatives (APIs)*** refers to various EBO Program tools and solicitation incentives that are used to encourage greater prime and subcontract participation by Small Business Enterprise (SBE) firms or Minority/Women Business Enterprise (M/WBE) firms, including, but not limited to, bonding assistance, evaluation preferences, subcontracting goals, vendor rotations, and joint venture incentives.

***BCC or Board:*** the Palm Beach County (County) Board of County Commissioners.

***CCNA Services:*** Services within the scope and practice of architecture, professional engineering, landscape architecture, and registered surveying and mapping, as defined by the laws of the State.

***CCNA Thresholds:*** For CCNA Services related to construction projects, the CCNA statute does not apply when the professional services are for a project the basic construction cost of which is estimated not to exceed the threshold amount provided in F.S. Section 287.017 for CATEGORY FIVE (currently \$325,000), as may be amended. For CCNA services related to studies or planning activities, the CCNA statute does not apply where the fee for professional services does not exceed the threshold amount provided in F.S. 287.017 for CATEGORY TWO (currently \$35,000), as may be amended.

***Construction Department(s):*** The County Departments of Airports (DOA), Engineering and Public Works (EPW), Environmental Resources Management (ERM), Facilities Development & Operations (FDO), and Water Utilities (WUD) each of which has been delegated construction authority under Section 2-53(f) of the County Purchasing Code.

***Continuing Contract:*** A contract for CCNA Services solicited in accordance with all the requirements of the CCNA statute where a firm provides professional services to the County on a continuing basis for: 1) projects where the estimated construction cost of each individual project under the contract does not exceed \$2 million; or 2) for studies where the professional fee for each individual study does not exceed \$200,000.

***Emergency:*** acquisition of CCNA services made in response to a need when the delay incident to complying with all governing rules, regulations or procedure would be detrimental to the interests, health and safety, or welfare of the County.

***Firm:*** any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, landscape architecture, engineering or land surveying and mapping in the State.

***Letter of Interest (LOI), Proposal or Response:*** a submission by a firm in response to an RFP or RFS.

***Negotiate or Negotiation:*** arms-length discussions and conferences to reach an agreement on a term or price.

***Performance Evaluation:*** is a formal and productive procedure to measure a firm's work and results based on the contract requirements.

***Request for Proposal (RFP) or Request for Submittal (RFS):*** method of procurement where factors other than price are considered in selection.

***User Department:*** The County department that has requested the design or construction project. A Construction Department may also be the User Department, if the Construction Department initiates the project.

***Unrequested Services:*** any CCNA category services that were not requested in the advertisement or RFP/RFS.

***VSS:*** The County's Vendor Self Service system where solicitations are advertised which can be found at <https://pbevssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

## **BACKGROUND:**

The procurement of CCNA Services above the CCNA Thresholds is exempt from the County's Purchasing Code; however the State's CCNA statute establishes the competitive process by which the County must procure the professional services of architects, engineers, landscape architects, and registered surveyors and mappers. Under CCNA, firms must be selected through a competitive selection process based solely on a firm's qualifications without regard to price. After selection, price is then negotiated with the highest ranked, most highly qualified firm.

## **POLICY:**

Professional engineering, architectural, landscape architectural, and land surveying and mapping services in excess of the CCNA Thresholds shall be acquired in compliance with the CCNA statute. Small, minority and women-owned businesses shall have the opportunity to participate in the County's professional services contracts.

## **RESPONSIBILITIES:**

This policy shall be implemented by the Short-List and Final Selection Committees (the Committees). All activities undertaken pursuant to this PPM shall be under the auspices of the Committees and this PPM. The Chairperson of the Final Selection Committee(s) shall be the County Engineer or his/her designee. The Roadway Production Division of EPW shall be the central coordinating agency. The Contracts Section Manager (CSM) or his/her designee shall serve as secretary to the Final Selection Committee(s) and shall be responsible for scheduling

interviews, preparing the written minutes, and recording exempt portions of the committee meetings - unless the applicable Construction Department elects to perform these functions.

Administration of this PPM shall be by the Directors of the Construction Departments. User Departments that are not designated as Construction Departments shall direct all procurements requiring CCNA Services to FDO.

## **PROCEDURES:**

### **I. Determination of Application of CCNA**

A Construction Department shall follow the CCNA selection process when the Construction Department determines: 1) CCNA Services are required for a project; and 2) the CCNA Thresholds are met. If CCNA Services are required, but below the CCNA Thresholds, the Construction Department shall follow the requirements of the Purchasing Code applicable to professional services with the additional requirement that any firm proposing must be CCNA certified pursuant to Section IV.A. "CCNA Certification" below.

### **II. Determination of Application of Affirmative Procurement Initiatives (APIs)**

**EBO Program.** Prior to advertisement, a Construction Department will follow the process set out in CW-O-043 for review of each CCNA solicitation by the County's Office of Equal Business Opportunity (Office of EBO) and for determination of the applicable API by the Goal Setting Committee (GSC). The Construction Department is responsible for incorporating any recommendations of the Office of EBO or GSC into the solicitation documents and for adding the correct API to the Selection Committees scoresheet, see **Attachments 4, 6, 9** for more information on APIs and for scoresheet forms.

If approved by the Office of EBO, a Construction Department may take groups of contracts for the same type of CCNA services to the GSC for establishment of an API(s) for the same type of CCNA services, rather than taking each individual CCNA solicitation to GSC.

The Director of the Office of EBO, or designee, must be a voting member of each selection committee, unless a DBE goal applies.

**DBE Program.** If a project is subject to the Disadvantaged Business Enterprise (DBE) Program rather than the County's EBO Program, then a Construction Department shall follow the applicable DBE Program requirements related to goal setting.

### **III. Public Announcement**

#### **A. Projects with Budget Approval**

When a project is listed in the BCC adopted capital plan or equivalent budgeting document, then a Construction Department is authorized to advertise a project without additional BCC approval. Projects may be advertised prior to the year in

which the design funding appears, providing that the contract for design services is not awarded until such time that budget has been formally approved. The format and content for the advertisement should be similar to that shown in **Attachment 1**.

1. **Publication and Distribution of Advertisement**. The minimum requirements for advertising a CCNA project are as follows:

a. **VSS Advertisement**. The Construction Department must advertise the CCNA project on the County's VSS website.

b. **Newspaper Advertisement**. To increase competition and at the discretion of the Construction Department, the ad may also be published in a newspaper of general circulation in the County or other industry publication.

c. **Distribution Lists**. The Construction Department may also email the advertisement to all firms certified in the prime categories by the County's Engineering Department, see Section VI.A. "CCNA Certification" below. If the Construction Department maintains its own internal list of CCNA firms, the department may also email the notice to these firms. Construction Departments may also undertake special outreach efforts to S/M/WBE (or DBE, if applicable) firms, such as sending a new opportunity notice tailored specifically to S/M/WBE (or DBE, if applicable) firms or advertising the project on Channel 20.

d. **Office of EBO Lists**. The Construction Department will email the advertisement to the Office of EBO who will distribute the notice to certified S/M/WBEs registered with the Office of EBO in the relevant commodity codes. The County's Purchasing Department will also prepare non-local lists of small, minority and women owned businesses (Affirmative Steps List) and distribute the advertisement to these firms.

**B. Projects without Budget Approval**

If a project is not listed in a BCC adopted capital improvement plan or equivalent budgetary document, then the advertisement must be approved by the BCC.

**C. RFP Contents**

The RFP (or the advertisement, if the Construction Department does not use an RFP) must contain a project description, general scope of work, S/M/WBE (or DBE, if applicable) requirements, evaluation criteria and scoring, response due date and time, submittal requirements, summary of County's general terms and conditions and any special conditions applicable to the contract; notice of "Cone of

Silence”; description of an unsuccessful respondent’s administrative appeal/protest rights and an unsuccessful respondent’s right to request a debriefing.

#### **IV. Certification**

##### **A. CCNA Certification**

For a professional Firm to be considered as a provider of CCNA Services to the County, it, along with all the professional sub-consultants, must be **CCNA CERTIFIED** with EPW by the RFP/RFS due date. For SBE, M/WBE, or DBE firms, the CCNA Certification requirement is in addition to SBE, M/WBE and/or DBE certification.

To become certified under CCNA, professional firms must submit a Palm Beach County CCNA certification application and proof that the firm meets the below listed criteria. The certification form is then reviewed and either rejected or approved by the County Engineer or his/her designee. A Construction Department has the discretion to accept an LOI from a firm that is not yet CCNA certified but has applied for certification.

##### **Criteria for CCNA Certification by Palm Beach County:**

- The firm has the appropriate, valid professional registration from the State of Florida, Department of Professional Regulation for the required services;
- The firm has the appropriate corporate, occupational licenses, and or Business Tax Receipt to conduct the required services;
- The proposing firm and all subconsultant team members must be registered as a vendor in the County’s VSS System prior to proposal submission; and
- The firm has the appropriate work experience in the categories of work being requested.
- The Roadway Production Division of EPW should be contacted for further information on CCNA certification <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/default.aspx>.

The Roadway Production Division shall maintain a database of all CCNA certified firms. Placement of a firm on the CCNA certified list only allows the firm to submit a LOI in response to a County RFP or RFS. The firms on the CCNA certified list are not deemed to be qualified for a particular County project or contract until evaluated by the Committees for a particular project or contract.

##### **B. Small and/or Minority/Women Owned Business Certification**

**1. County's Equal Business Opportunity (EBO) Program.** For a firm to be certified as an SBE and/or M/WBE business under the County's EBO Program, the firm must meet the eligibility standards set forth in the Palm Beach County Code and apply for certification through the Office of EBO. **A firm will not qualify for selection consideration as a County S/M/WBE firm unless the firm has received certification from the Office of EBO by the RFP/RFS response due date.**

**2. State Certified MBE.** MBEs that are only certified by the State will not qualify for any selection considerations of the County's EBO Program (i.e. APIs for evaluation preferences or participation in contract goals); however the fact that a firm is a State certified MBE will be given selection consideration as required by the CCNA Statute. See **Attachments 4-7** for more details on evaluation criteria.

**C. Disadvantaged Business Enterprise (DBE) Certification**

For projects where a DBE goal applies, firms must be certified by the "Unified Certification Program" for the State of Florida as a DBE by the RFP/RFS response due date to be counted toward achievement of the DBE goal. Certification as a SBE or M/WBE does not count towards achievement of a DBE goal.

**V. General Information**

**A. Summary of CCNA Competitive Selection Process**

The CCNA competitive selection process is summarized as follows:

- Short List Committee reviews proposals from CCNA certified firms, evaluates qualifications and shortlists a minimum of two more firms than the number to be selected;
- Final Selection Committee interviews, evaluates and ranks the short-listed firms;
- Post notice of recommended award;
- BCC approves or does not object to the ranking;
- Staff negotiates contract with highest ranked firm; and
- Contract award.

**B. General Rules Applicable to All Selections**

1. **Sunshine Law.** Under Florida’s Sunshine Law, selection committee meetings (both short-list and final) are public meetings. The only portion of a selection committee meeting that may be closed to the public are respondent interviews/presentations and this closed portion of the selection committee meeting must be recorded. All discussion between two or more committee members regarding the evaluation of any proposals must take place at the public meeting. Under the Sunshine Law, selection committee meetings must be properly noticed and open to the public with written minutes kept. It is suggested that public comment be allowed at the beginning of the selection committee meeting.
2. **Cone of Silence.** Pursuant to the County’s Lobbyist Registration Ordinance, neither a proposer nor a representative of a proposer may communicate with a BCC Commissioner or Commissioner’s staff regarding its proposal. This “Cone of Silence” extends from the deadline for submission of proposals and terminates at the time that the BCC (or a County Department authorized to act on behalf of the BCC) awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

## VI. **Short List Committee**

### A. **Short-List Procedures**

1. **Membership.** The membership of the Short List Committees shall be as per **Attachment 2**.
2. **Preparation.** Prior to the Committee meeting, the Construction Department will provide each Committee member with: 1) a copy of each proposer’s response to the RFP and 2) copies of past performance evaluations of a proposer, if applicable. The Construction Department shall also send written notice of the meeting to the Office of the Inspector General.
3. **Evaluation.** Using **Attachment 3**, the Short List Committee shall evaluate, discuss, rank and then shortlist the firms deemed to be the most highly qualified to perform the required services. During evaluation, consultant compensation shall not be considered. The determination of the most highly qualified firms will be based upon a review of the proposals submitted in response to the advertisement evaluated in accordance with the criteria set out in **Attachments 4 - 7**, as well as committee discussions. The appropriate number of firms with the lowest point totals (determined by the rankings) will make up the short list. In the event of a tie score for the last available short list position, the tied firms will be included in the short list.
4. **Number of Firms Shortlisted.** The Short List Committee shall short list two more firms than the number to be selected (i.e. if one (1) firm is to be selected,



then three (3) firms will be shortlisted, if two (2) firms are to be selected, then four (4) firms will be short listed, etc.)

5. **When Less Than the Minimum Number of Firms Respond.** When less than the required minimum number of firms respond to an RFP/RFS, the Construction Department should review the requirements and scope of work in the RFP/RFS to see if any requirements in the RFP/RFS unduly limited competition. The Construction Department may also call consultants to determine why they did not respond (i.e. were there requirements that prevented them from responding; was there enough time to prepare a response; did they receive the notice of the solicitation; did existing workload prevent them from responding; etc.) If the Construction Department determines that the RFP should be revised and/or that re-advertisement may result in more responses, then the solicitation should be cancelled and may subsequently be re-issued. If less than the required number of responses are received, and the Construction Department determines that additional responses would not be received from a re-advertisement, or because of time constraints, the proposals received shall be submitted to the Final Selection Committee for evaluation.
6. **Notification of Respondents.** The Construction Department shall notify the respondents of the results of the Short List Committee and invite the short listed firms to present to the Final Selection Committee.

**B. No Proposal Changes**

Firms shall not add or delete team members, or adjust team participation after the RFP/RFS due date. If a S/M/WBE team member withdraws before final selection, the respondent firm must submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from the Office of EBO. For projects with a DBE goal, if a DBE team member withdraws before final selection, the respondent firm must submit new DBE Schedules and request a substitution from the Construction Department.

**VII. Final Selection Committee**

**A. Selection Procedures**

1. **Membership.** The membership of the Final Selection Committees shall be as per **Attachment 8**.
2. **Preparation.** See Section VI.A.2 above.
3. **Interview/Presentation.** The interview will consist of a 15-minute (or as determined by the Construction Department) presentation followed by questions and answers. In instances where an alternative method of

interviewing, such as a telephone interview, is requested, such method is consistent with this PPM, if approved by the Construction Department.

4. **Evaluation.** Using **Attachment 9**, the Final Selection Committee will rank the firms based upon interview results and the evaluation criteria listed in **Attachments 4 - 7**. Consultant compensation shall not be a consideration for ranking.
5. **Tie.** Should the ranking result in a tie (lowest total score) for the most highly qualified firm, the Final Selection Committee shall select the firm with the most first place votes. If there is still a tie, S/M/WBE (or DBE, if applicable) participation will be used as a tie breaker. If there is still a tie, the Volume of Previous Work will be used as a tie breaker. The Final Selection Committee shall determine the tie breaker between the remaining firms in the same manner as the tie breaker for the most highly qualified firm.

**B. BCC Review**

The Final Selection Committee will submit to the BCC its recommendation of the firms in ranked order (see Section VIII. below).

**C. Post Notice of Selection**

The Construction Department will post notice of the selection and notify the proposers.

**VIII. BCC Procedures**

1. **Report.** The Construction Department shall report the Final Selection Committee's firms in ranked order, via email, to the BCC. If no member of the Board requests that the entire Board review the ranking of the Final Selection Committee meeting within ten (10) business days of such report, the Construction Department shall commence negotiations with the highest ranked firm (see Section IX. below).

If the highest ranked prime Respondent has included a conflict disclosure (for example if the prime consultant serves on a County advisory board), a Full Board Review is required to consider the disclosure and/or waiver of the conflict and to ask the Board to ratify the rankings before negotiations begin. If a subconsultant has included a conflict disclosure, this will be disclosed to the Board when the contract is presented to the Board for approval.

**2. Full Board Review.**

If an individual BCC member wishes the entire Board review the Final Selection Committee recommendation or the highest ranked Respondent has a conflict disclosure, the Construction Department shall prepare an agenda item presenting

the Final Selection Committee's ranking, and the disclosure if applicable, for review at a future BCC meeting. At that meeting, the BCC shall consider the order of ranking recommended by the Final Selection Committee, together with the minutes of the Final Selection Committee meeting.

If the Board votes to ratify the recommendation, it may then instruct the Construction Department to negotiate a consultant contract with the recommended firms in ranked order. The BCC may reject the Final Selection Committee's recommendation fully or partially; it may require the Short List Committee and Final Selection Committee to re-evaluate the proposals; it may require the project to be re-advertised; the BCC may vote to not continue with the project; or it may exercise any other power reserved to it.

#### **IX. Competitive Contract Negotiations**

The County Administrator, or his/her designee, shall negotiate a contract with the most highly qualified firm at compensation which is fair, competitive and reasonable. The County Administrator hereby designates the Construction Department Director, or his/her designee, to negotiate such contract. Should negotiations with the highest ranked firm fail, the Construction Department Director, or his/her designee, shall report same, in writing, to the County Administrator and the BCC and commence negotiations with the second ranked firm. Should negotiations with the second ranked firm fail, the Construction Department Director, or his/her designee, shall report same, in writing, to the County Administrator and the BCC and commence negotiations with the third ranked firm. Should negotiations with the third ranked firm fail, the Construction Department Director or his/her designee shall report same, in writing, to the County Administrator, the BCC and the Final Selection Committee, and the Final Selection Committee shall determine the next action. Such action may include, but is not limited to, holding interviews with the alternate firms that submitted proposals and conducting another selection with those firms or determining that the project should be re-advertised.

#### **X. Continuing Contracts**

Firms for Continuing Contracts are evaluated and selected under the same CCNA procedures as set out in this PPM. Construction Departments shall develop criteria for assigning projects to firms under the Continuing Contract so that the work is assigned to the most highly qualified firm to perform the specific services. Criteria for assigning work to consultants under a Continuing Contract should be similar to that listed on **Attachment 4**. The County shall not require firms providing CCNA Services under a Continuing Contract to compete against one another based on price.

#### **XI. Emergencies**

In the event of an Emergency, the County Administrator is authorized to direct negotiations with the most highly qualified firm available at the time.

**XII. Re-Use of Existing Plans**

CCNA does not apply to projects where the County is able to re-use existing plans from a prior project of the County. However, the public notice for any plans that are intended to be re-used at some future time must contain a statement that the plans are subject to re-use in accordance with F.S. 287.055(10).

**XIII. Consultant Fee Reporting**

A copy or notice of all authorizations that include professional architectural, engineering, landscape architectural, or surveying and mapping services shall be provided to the EPW CSM for the purpose of tracking the volume of previous work.

**XIV. Tracking S/M/WBE (or DBE, if applicable) Participation**

The Construction Department that issued the RFP is responsible for collecting S/M/WBE participation forms on the contract and submitting the forms to the Office of EBO for tracking. For projects with a DBE goal, the Construction Department that issued the RFP is responsible for collecting and tracking DBE participation. If several Construction Departments use a Continuing Contract, the Department that issued the RFP is still responsible for collecting this information, but all users of the Continuing Contract must submit S/M/WBE (or DBE, if applicable) tracking information to the responsible Department.

*Verdenia C. Baker*  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM# CW-O-048, issued May 6, 1993
2. PPM# CW-O-048, issued August 8, 1997
3. PPM# CW-O-048, issued February 19, 1999
4. PPM# CW-0-048, issued September 12, 2000
5. PPM# CW-0-048, issued November 1, 2006
6. PPM# CW-0-048, issued December 9, 2009
7. PPM# CW-0-048, issued February 9, 2012
8. PPM# CW-O-048, issued December 1, 2013
9. PPM# CW-O-048, issued February 5, 2016
10. PPM# CW-O-048, issued November 7, 2016

**ATTACHMENT 1**  
**CCNA PROJECT ADVERTISEMENT - SAMPLE**

**PALM BEACH COUNTY**  
**NOTICE**

Pursuant to Florida Statutes 287.055, Notice is hereby given that Palm Beach County requires professional services on the following project:

**A L L E N G I N E E R I N G / A R C H I T E C T U R A L / L A N D S C A P E  
A R C H I T E C T U R A L / S U R V E Y I N G & M A P P I N G S E R V I C E S R E Q U I R E D F O R T H E  
P R E P A R A T I O N O F P L A N S A N D S P E C I F I C A T I O N S C O M P L E T E F O R F O R M A L  
A D V E R T I S I N G A N D R E C E I P T O F B I D S / S T U D Y / R E P O R T F O R [     ], P A L M  
B E A C H C O U N T Y , F L O R I D A .**

Consultants interested in this project are required to furnish one copy of their proposal no later than 4:00 P.M., , 20\_ with the following:

1. Letter of Interest (4 pages maximum) including reference to this Notice. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within the letter.
2. GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories: [     ]
3. A completed Prime Consultant Questionnaire.
4. A completed sub-consultant Letter of Intent to Perform and questionnaire (for each consultant).
5. EBO Schedules 1 and 2 *[Or, if applicable: DBE Schedules 1, 2 & 3.]*
6. Commercial Non-Discrimination Certification.
7. Conflict of Interest Disclosure Form

Relevant forms may be obtained by contacting the Roadway Production Division at 561- 684-4150 or at <http://www.pbcgov.com/engineering/roadwayproduction/rfps/>.

**Note:** In accordance with Palm Beach County Code 2-351 through 2-358, "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Department  
Division  
West Palm Beach, FL 33406

Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the County will provide contracting opportunities for S/M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA). *[OR, if applicable, revise this paragraph to refer to DBE opportunities if a DBE goal applies]*

**ATTACHMENT 1**  
**CCNA PROJECT ADVERTISEMENT - SAMPLE**

Responses will be evaluated based on the selection criteria set out in the County's PPM# CW-O-048 and the Affirmative Procurement Initiatives (APIs) determined by the County's Goal Setting Committee. The APIs for this solicitation are:

*[Select API(s) applied by the GSC]*

*[Evaluation Preferences, if applicable:*

*15 points have been allocated for NEW SBE Prime respondents.*

*OR,*

*15 points have been allocated for SBE Prime respondents (contracts less than \$500,000)*

*OR,*

*15 points shall be awarded based on the level of SBE dollar participation committed to on the prime respondent' team (contracts \$500,000 and greater)*

*OR,*

*15 points shall be awarded based on the level of M/WBE dollar participation that has been committed to on the prime respondent's team]*

*[Mandatory Goals, if applicable:*

*The SBE goal for this project is a mandatory minimum of \_\_% participation.*

*OR,*

*The M/WBE goal for this project is a mandatory minimum of \_\_% participation.*

*OR,*

*The segmented M/WBE goal(s) for this project is \_\_% participation by (list minority group) and \_\_% participation by (list minority group).*

*If a mandatory SBE or M/WBE goal applies to this solicitation, then any proposal that fails to comply with the required goal shall be deemed non-responsive after the period allowed for waiver requests has lapsed. If a proposer is unable to comply with a required goal, such proposer shall submit a request for a waiver or partial waiver at least 7 days prior to the proposal due date. If a proposer requests a waiver from a goal from the Office of EBO at least 7 days prior to the proposal due date, then the proposal due date will be extended pending the outcome of a waiver request. Additionally if the waiver is granted the solicitation will be amended accordingly and the due date extended again. Fillable pdfs of all EBO forms can be found on the OEBO website at <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>. Also, see the EBO Ordinance and Countywide PPM CW-O-043 for further information on the County's EBO Program.*

*OR, if applicable: Pursuant to 49 CFR Part 26, the County will provide contracting opportunities for Disadvantaged Business Enterprises (DBE's). The DBE goal for this project is a minimum of \_\_% participation.]*

Additional information pertaining to this document can be obtained from the \_\_\_\_\_ Department, \_\_\_\_\_ Division (\_\_\_\_-\_\_\_\_-\_\_\_\_).

**ATTACHMENT 1**  
**CCNA PROJECT ADVERTISEMENT - SAMPLE**

In addition, prior to submission of a proposal, any firm or individual, as prime consultant or as a sub-consultant, desiring to provide architectural, engineering, landscape architectural, or surveying and mapping professional services to Palm Beach County must first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

Proposer must register in the County's Vendor Self Service ("VSS") at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService> in order to propose on County contracts. If proposer intends to use subconsultants, proposer must also ensure that all subconsultants are registered as vendors in VSS.

Firms shall not add or delete team members, or adjust team participation after the proposal due date. If a S/M/WBE team member withdraws before final selection, the respondent firm must submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from the County's Office of Equal Business Opportunity. *[OR, if applicable, revise this sentence to read: If a DBE team member withdraws before final selection, the respondent firm must submit new DBE Schedules and request a substitution from the Construction Department.]*

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Any proposer may protest a notification of recommended award by submitting a written protest to \_\_\_\_\_ at \_\_\_\_\_ within five (5) business days after the posting of the notification of recommended award by the Department.

After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from \_\_\_\_\_

Palm Beach County reserves the right to reject any or all responses; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel the solicitation in its entirety.

**This Notice given this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ . PALM BEACH COUNTY, \_\_\_\_\_ DEPARTMENT**

**BY: \_\_\_\_\_ DIRECTOR, \_\_\_\_\_ DEPARTMENT**

**PUBLISH: THE PALM BEACH POST  
SUNDAY: \_\_\_\_\_, 20\_\_  
\_\_\_\_\_, 20\_\_**

**ATTACHMENT 2**  
**CCNA SHORT LIST COMMITTEES MEMBERSHIP**

Upon notice of proposers to be considered at a selection committee meeting, potential Short List Committee Members have a duty and an obligation to consider any conflict of interest or relationship, perceived or otherwise, that they may have with a proposer responding to a solicitation. **If a Short List Committee Member has a personal relationship with any of the proposers, said member must immediately recuse him/herself from the Short List Committee.**

The Short List Committee structure will vary depending upon the type of services requested. For **Engineering** projects and for **Departments not listed below**, the Short List Committee will consist of a quorum of five members, or their designees, as follows:

- Assistant County Engineer
- Director, Roadway Production
- Director, Traffic
- Director, Land Development
- Contracts Section Manager, Roadway Production
- Director, Construction Coordination
- Director, or Representative of the User Department(s)
- Director, Office of Equal Business Opportunity

For **Facilities Development and Operations** projects, the Short List Committee will consist of a minimum of five Committee members, or their designees, as follows:

- Director, Capital Improvement Division
- A project manager from Facilities Development and Operations
- Director or Representative of User Department
- Director of the Traffic Division
- Director, Building Division of Planning, Zoning and Building
- Director, Land Development, Engineering Department
- Director, Office of Equal Business Opportunity

For **Water Utilities Department** projects, the Short List Committee will consist of a minimum of five of the following members, or their designees, as follows:

- Director, Engineering Division
- Project Manager
- Wastewater Engineer
- Water Engineer
- Operations or Maintenance Representative
- Construction Manager
- Director, Office of Equal Business Opportunity



**ATTACHMENT 2**  
**CCNA SHORT LIST COMMITTEES MEMBERSHIP**

For the **Environmental Resources Management** projects, the Short List Committee will consist of a minimum of four of the following members, or their designees, as follows:

- Director, Department of Environmental Resources Management
- Director, Environmental Enhancement and Restoration Division
- Registered Engineer, Department of Environmental Resources Management
- Assistant County Engineer
- Director, Office of Equal Business Opportunity

For the **Department of Airports**, the Short List Committee will consist of a minimum of four of the following members, or their designees, as follows:

- Project Manager , Airports
- Director of Airport Operations or Airport Operations Manager
- Director of Airport Planning
- Director of Airport Maintenance
- Director of Airports Compliance for projects with a DBE goal
- One additional staff member from the Division originating the project
- Director, Office of Equal Business Opportunity for projects with a S/M/WBE goal.

The Department requesting professional services shall have the authority to add members to a Short List Committee in order to match project demands with appropriate Staff expertise.

With a written request and justification, the Department requesting CCNA services may request that the County Administrator modify the membership of the Short List Committee.

**ATTACHMENT 3  
SHORT LIST COMMITTEE EVALUATION FORM**

**EVALUATION FORM**

**PROJECT:** \_\_\_\_\_

**PROJECT NO.:** \_\_\_\_\_

**RATING**

<b>MAXIMUM SCORE</b>	<b>CRITERIA</b>	<b>NAME</b>	<b>NAME</b>	<b>NAME</b>
<b>50</b>	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.			
<b>20</b>	Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.			
<b>10</b>	Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)			
<b>2</b>	State Certified MBE (2 points for state certified MBE primes and/or subconsultants)			
<b>3</b>	Location of the firm's offices where work will be accomplished.			
<b>15</b>	<p><b>EBO PROGRAM Evaluation Preference as applied by the GSC</b>  <i>When finalizing this scoresheet, Construction Department must select one of the following evaluation preferences as applied by the GSC (See <b>Attachment 6</b> for an explanation of how to apply each preference); if no evaluation preference was applied by the GSC or if a DBE goal applies these points must be eliminated</i></p> <p><i>15 points for New SBE primes</i>  <i>Or</i>  <i>Contracts less than \$500,000: 15 points for SBE Primes.</i>  <i>Or,</i>  <i>Contracts \$500,000 or greater: up to 15 points for SBE participation for prime and subs</i>  <i>Or,</i>  <i>Up to 15 points for M/WBE participation for prime and subs</i></p>			
<b>TOTAL</b>				
<b>RANKING</b>				

\_\_\_\_\_  
**EVALUATOR (SIGNATURE)**

\_\_\_\_\_  
**EVALUATOR (PRINTED)**

\_\_\_\_\_, 20\_\_ SHORT LIST COMMITTEE MEETING, PALM BEACH COUNTY, FLORIDA

**ATTACHMENT 4**  
**SUMMARY OF SELECTION CRITERIA FOR SHORT**  
**LISTING AND FINAL SELECTION OF A/E FIRMS**

CRITERIA	POINT VALUE	
	FINAL SELECTION	SHORT-LIST
<p><b>1. Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.</b></p> <p><b>Areas of Consideration in the Evaluation:</b>  Professional qualifications of proposed project team to perform subject work; Demonstrated knowledge of design criteria for similar projects; Demonstrated past performance of the firm and project team in completing similar projects.</p>	<b>35</b>	<b>50</b>
<p><b>2. Approach to the project, understanding of the project and quality of the presentation/written response, including meeting time requirements.</b></p> <p><b>Areas of consideration in the evaluation:</b>  Demonstrated understanding of the project and County's goals and objectives; Demonstrated innovation in project approach; Demonstrated ideas for cost-effectiveness; Quality and clarity of presentation/written response to the public announcement; Demonstrated ability to meet schedule requirements.</p>	<b>35</b>	<b>20</b>
<p><b>3. Volume of previous work awarded by the County</b> (See <b>Attachment 7</b> for calculation method, up to 10 points for volume of previous work)</p>	<b>10</b>	<b>10</b>
<p><b>4. *State Certified MBE</b> (See <b>Attachment 7</b>, 2 points for state certified MBE primes and/or subconsultants) [<i>*For federal projects these 2 points must be eliminated</i>]</p>	<b>2</b>	<b>2</b>
<p><b>5. *Location of the firm's offices</b> where work will be accomplished. (See <b>Attachment 5</b> for calculation method, up to 3 points) [<i>*For projects where the funding is 50% or more State funds, these points must be eliminated</i>]</p>	<b>3</b>	<b>3</b>
<p><b>6. EBO PROGRAM – Evaluation Preference as applied by the GSC</b>  <i>Construction Department must insert one of the following evaluation preferences applied by the GSC into the Selection Committees scoresheets (See <b>Attachment 6</b> for an explanation of how to apply each preference); if no evaluation preference was applied by the GSC or if a DBE goal applies these points must be eliminated</i></p> <p>15 points for New SBE primes  Or  Contracts less than \$500,000: 15 points for SBE Primes.  Or,  Contracts \$500,000 or greater: up to 15 points for SBE participation for prime and subs  Or,  Up to 15 points for M/WBE participation for prime and subs</p> <p><i>[For federal projects or for projects where the funding is 50% or more State funds, these points must be eliminated]</i></p>	<b>15</b>	<b>15</b>

NOTE: No points will be awarded on items # 5 and 6 for team members providing only Unrequested Services.

**ATTACHMENT 5**  
**CALCULATIONS FOR LOCATION OF FIRM'S OFFICE**

**LOCATION OF FIRM'S OFFICE:**

**Method of determining points for location of work product of the team:**

Considering the entire project, up to 3 points may be awarded to a team, whether performed by the prime consultant, one or more sub-consultant(s), or both, based on the cumulative percent total of work that will be performed by personnel located within the teams' Palm Beach County offices. All consultants and/or sub-consultants shall submit, with their proposal: 1) a Business Tax Receipt issued by the Palm Beach County Tax Collector to verify the firm's permanent place of business and 2) a written statement ("letter of intent"), indicating the percent participation that each consultant and/or sub-consultant of the team is proposing to perform in the County. The County may take whatever action necessary to verify this information. Firms shall also clearly indicate the percentage of work that will be performed by the local office(s) and the percent of work (if any) that will be performed by offices outside of Palm Beach County. A minimum participation of greater than 25% of the project total is required for the team to receive points in this category of local office.

The Short List or Final Selection Committee may adjust the percentage of work indicated in the submittal if it is determined that the percentage is not reasonable.

Points, ranging from 0 to 3, will be awarded based on the total percent of local participation proposed by the team. A team participation of 25% or less will be awarded zero (0) points.

*NOTE: For projects where funding is 50% or more State funds, no local preference may apply. For federal A&E projects, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms to compete for the contract. (An appropriate number of proposers under CCNA would be three).*

**POINTS** - between zero and three points will be awarded by the short-list and final selection committee.

**NO ROUNDING WILL BE ACCEPTED**  
**ALLOCATION OF POINTS FOR LOCAL  
OFFICE PARTICIPATION**

Less than or equal to	25 percent .....	0 Points
> 25 percent    Less than or equal to	40 percent .....	1 Point
> 40 percent    Less than or equal to	70 percent .....	2 Points
> 70 percent    Less than or equal to	100 percent ...	3 Points

**ATTACHMENT 6**  
**CALCULATIONS FOR EBO PROGRAM PREFERENCES; DBE PREFERENCE**

**A. EBO PROGRAM –EVALUATION PREFERENCES:**

Prior to advertisement, a Construction Department will follow the process set out in CW-O-043 for review of each CCNA solicitation by the County’s Office of Equal Business Opportunity (Office of EBO) and for determination of the applicable API by the Goal Setting Committee (GSC). The Construction Department is responsible for incorporating any recommendations of the Office of EBO or GSC into the solicitation documents and for adding the correct API to the Selection Committees scoresheet. If approved by the Office of EBO, a Construction Department may take groups of contracts for the same type of CCNA services to the GSC for establishment of an API(s) for the same type of CCNA services, rather than taking each individual CCNA solicitation to GSC. Below is a description of how each of the EBO Program preferences are calculated. **No more than 15 points in total shall be awarded under this selection criteria. If no evaluation preference was applied by the GSC these points must be eliminated from the score sheet.**

**1. Evaluation Preference for New SBE Prime Firms**

For County certified SBEs, an SBE prime firm that has only received their first contract award with the County within the past year or has not received \$1,000,000 in cumulative payments from the County (whichever time period is longer) will be awarded 15 points under the preference for new SBE prime firms. See EBO Ordinance Section 2-80.27(3)(b).

To determine cumulative payments to an SBE Prime firm, the Construction Department must reference the County’s Advantage System.

**2. Evaluation Preference for SBE Primes and for SBE Participation**

Under the EBO Ordinance Section 2-80.27(3)(d), the calculation of the evaluation preference for SBE primes or for SBE participation is as follows:

**For contracts less than \$500,000:**

SBE Primes receive 15 Points

**For Contracts \$500,000 and greater, up to 15 points for prime and subconsultant SBE participation as follows:**

Zero SBE participation equals Zero Points

The respondent that proposes the highest SBE participation shall receive the maximum preference points (15) and respondents with lower SBE participation will receive fewer points based on how much lower they are than the highest participation, based on the following formula:

**Each Participation Submitted / Highest Participation Submitted = Multiplying Factor**  
**Then: Multiplying Factor x Maximum Points = Points Awarded (Rounded)**

**Example:** if the highest participation proposed is 60%, and the next highest participation is 45% and the next highest participation is 30%, then:

60%: the multiplying factor is  $.60/.60 = 1$  then  $1 \times 15 = 15$  points awarded

45%: the multiplying factor is  $.45/.60 = .75$  then  $.75 \times 15 = 11.25$  points awarded; rounded to 11

30%: the multiplying factor is  $.30/.60 = .5$  then  $.5 \times 15 = 7.5$  points awarded; rounded to 8

**ATTACHMENT 6**  
**CALCULATIONS FOR EBO PROGRAM PREFERENCES; DBE PREFERENCE**

**3. Evaluation Preference for M/WBE Participation**

Under the EBO Ordinance Section 2-80.27(4)(b), the evaluation preference for M/WBE participation is calculated as follows:

**M/WBE Participation Plan: Up to 15 points maximum.**

Zero M/WBE participation equals zero points

The respondent that proposes the highest M/WBE participation shall receive the maximum preference points (15) and respondents with lower M/WBE participation will receive fewer points based on how much lower they are than the highest participation, based on the following formula:

**Each Participation Submitted / Highest Participation Submitted = Multiplying Factor**

**Then: Multiplying Factor x Maximum Points = Points Awarded (Rounded)**

**Example:** if the highest participation proposed is 60%, and the next highest participation is 45% and the next highest participation is 30%, then:

60%: the multiplying factor is  $.60/.60 = 1$  then  $1 \times 15 = 15$  points awarded

45%: the multiplying factor is  $.45/.60 = .75$  then  $.75 \times 15 = 11.25$  points awarded; rounded to 11

30%: the multiplying factor is  $.30/.60 = .5$  then  $.5 \times 15 = 7.5$  points awarded; rounded to 8

**B. EBO PROGRAM - MANDATORY SBE OR M/WBE SUBCONTRACTING GOAL:**

If the GSC applies a mandatory SBE or M/WBE subcontracting goal to a CCNA solicitation, then any proposal submitted that fails to comply with the required goal shall be deemed non-responsive after the period allowed for waiver requests has lapsed. If a proposer is unable to comply with a required goal, such proposer shall submit a request for a waiver or partial waiver at least 7 days prior to the proposal due date. If a proposer requests a waiver from a goal from the Office of EBO at least 7 days prior to the proposal due date, then the proposal due date will be extended pending the outcome of a waiver request. Additionally if the waiver is granted the solicitation will be amended accordingly and the due date extended again. Fillable pdfs of all EBO forms can be found on the OEBO website at <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>.

If the GSC applies a mandatory SBE or M/WBE subcontracting goal to a CCNA solicitation and no waiver is requested or granted, then the Construction Department must reject as non-responsive any proposal that fails to meet the mandatory subcontracting goal.

**C. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL:**

For projects where a DBE goal applies, firms shall be required to demonstrate good faith efforts, as defined in Appendix A, 49 CFR Part 26, to achieve the DBE goal. Firms shall be required to submit written evidence of good faith efforts by showing that they took all necessary and reasonable steps to achieve the DBE goal even if they were not fully successful. Examples of good faith efforts can be found in Appendix A to 49 CFR Part 26. The Construction Department will be responsible for determining whether or not sufficient good faith efforts have been demonstrated to achieve the DBE goal and the amount of DBE participation that may be counted toward achieving the established DBE goal in accordance with the requirements of 49 CFR Part 26 prior to consideration of responses by the Short List Committee. Failure of a firm to submit written evidence of good faith efforts to achieve the DBE goal as required by the solicitation shall result in the firm being considered non-responsive if the DBE goal is not achieved; however, no firm shall be denied an award of a contract on the basis that the firm failed to achieve the DBE goal if the firm has demonstrated good faith efforts to achieve the goal.

**ATTACHMENT 7**  
**CALCULATIONS FOR VOLUME OF PREVIOUS WORK; FOR STATE CERTIFIED**  
**MBE SELECTION CRITERIA**

**A. VOLUME OF PREVIOUS WORK**

To the APPLICANT: list all adjusted\* fees for contracts awarded or funded by Palm Beach County for ALL offices and, indicate total adjusted fees executed for the periods noted below.

Applicants must provide the same current fee information for all sub-consultants that will be used on the applicable project. Sub-consultant fees will be combined with those of the prime consultant when computing the adjusted fee to be considered.

**ADJUSTED FEES OF APPLICANT LISTED ACCORDING TO DATE OF AGREEMENTS FOR THE PERIODS NOTED.**

<u>PERIOD</u>	<u>TOTAL ADJUSTED FEE</u>	<u>FACTOR</u>	<u>FEE CONSIDERED</u>
(1) Current Fiscal Year			
(Oct. 1 - Sept. 30)	\$	x 1	\$
(2) Previous Fiscal Year			
(Oct. 1 - Sept. 30)	\$	x 0.75	\$
(3) Fiscal Year Once Removed			
(Oct. 1 - Sept. 30)	\$	x 0.50	\$
(4) Fiscal Year Twice Removed			
(Oct. 1 - Sept. 30)	\$	x 0.25	\$
<b>TOTAL FEE CONSIDERED</b>			\$ _____

**\* ADJUSTED FEES -**

1. Fees to the consultant awarded or funded by Palm Beach County minus fees sub-contracted out by the consultant plus fees for which the consultant is a sub-contractor.
2. The accuracy of the information provided on this form will be considered in the evaluation of the applicant. At the discretion of the Committee, up to five (5) points will be deducted from the overall score for any inaccuracies.

Reference may be made to the County's Consultant Considered Fees posted at <http://www.pbcgov.com/engineering/roadwayproduction/>. This site should not be used as a sole reference.

**ATTACHMENT 7**  
**CALCULATIONS FOR VOLUME OF PREVIOUS WORK; FOR STATE CERTIFIED**  
**MBE SELECTION CRITERIA**

**VOLUME OF PREVIOUS WORK  
POINTS EARNED**

Points	Adjusted Fee (AF) Considered
10	\$0 <= AF < \$100,000
9	\$100,000 <= AF < \$200,000
8	\$200,000 <= AF < \$300,000
7	\$300,000 <= AF < \$500,000
6	\$500,000 <= AF < \$700,000
5	\$700,000 <= AF < \$1,000,000
4	\$1,000,000 <= AF < \$1,300,000
3	\$1,300,000 <= AF < \$1,600,000
2	\$1,600,000 <= AF < \$2,000,000
1	\$2,000,000 <= AF < \$2,500,000
0	\$2,500,000 <= AF

Points will be awarded based on the percentage of proposed participation, by prime or subconsultant, times the individual team firm's total fee considered. The total volume of previous work to be considered for points shall be the summation of the individual team member's total fee considered times the percentage of involvement in the project of the individual team members (i.e. - Prime volume(70%) + Sub 1 volume(10%) + Sub 2 volume(10%) + Sub 3 volume(10%) = total volume).

The Committee may adjust the percentage of participation of a firm indicated in the submittal if it is determined that the percentage is not reasonable. The adjusted percentage shall be used to determine the points awarded to the team.

Reference may be made to the County's Consultant Considered Fees posted at <http://www.pbcgov.com/engineering/roadwayproduction/>. This site should not be used as a sole reference.



**ATTACHMENT 7**  
**CALCULATIONS FOR VOLUME OF PREVIOUS WORK; FOR STATE CERTIFIED**  
**MBE SELECTION CRITERIA**

**B. STATE CERTIFIED MBE.** Under F. S. 287.055, the County must consider whether a firm is a state certified MBE. If a prime and/or subconsultant team member is certified as an MBE by the Office of Supplier Diversity of the Florida Department of Management Services, then 2 points will be awarded. Proposer must include with its proposal the State certificate. **No more than 2 points shall be awarded under this selection criteria.**

**ATTACHMENT 8**  
**CCNA FINAL SELECTION COMMITTEES MEMBERSHIP**

Upon notice of proposers to be considered at a selection committee meeting, potential Selection Committee Members have a duty and an obligation to consider any conflict of interest or relationship, perceived or otherwise, that they may have with any proposer responding to a solicitation. **If a Selection Committee Member has a personal relationship with any of the proposers, said member must immediately recuse him/herself from the Selection Committee.**

The Selection Committee structure will vary depending upon the type of services requested, and will consist of the following members, or their designees:

For **Engineering and Public Works, Water Utilities, Landscape Architecture, Land Surveying and Mapping Services:**

- County Engineer
- County Administrator
- Director of Water Utilities
- Director of Contract Development and Control
- Director of the Department or Division for whose project the Selection is being made
- Director, Office of Equal Business Opportunity
- The Project Manager of the Department or Division originating the project, designated by the Department's or Division's Director

Four members shall constitute a quorum, at least two of which must be engineers or architects.

For **Airports Services:**

- County Engineer
- County Administrator
- Director of Airports
- Director of Contract Development and Control
- Director, Office of Equal Business Opportunity for projects with a S/M/WBE goal
- Deputy Director of Planning and Community Affairs for the Department of Airports
- A representative of the Division originating the project, designated by the Division's Director

Four members shall constitute a quorum, two of which must serve in Airport Management, Planning and Development, or be an engineer or architect.

**ATTACHMENT 8**  
**CCNA FINAL SELECTION COMMITTEES MEMBERSHIP**

**For Facilities Development & Operations, ERM, Architectural and Other Services:**

- County Engineer
- County Administrator
- Director of the Capital Improvements Division
- Director, Office of Equal Business Opportunity
- Director of Contract Development and Control
- Director of Water Utilities\*
- Capital Improvements Division Project Manager\*\*
- A representative of the Department originating the project, designated by the Department's Director, if for a Department not specifically listed in this section, except for ERM which shall have their Project Manager sit.

Four members shall constitute a quorum, at least one of which must be engineer or architect.

With a written request and justification, the Department requesting CCNA services may request that the County Administrator modify the membership of the Final Selection Committee.

\* In the case of ERM, the Director of Water Utilities shall sit for engineering, surveying, geophysical, oceanographic service and the Director of Planning Zoning & Building shall sit for planning services.

\*\* In the case of ERM, the Director of ERM shall sit for Capital Improvements Division Project Manager.

**ATTACHMENT 9**  
**FINAL SELECTION COMMITTEE EVALUATION FORM**

**EVALUATION FORM**

**PROJECT:** \_\_\_\_\_

**PROJECT NO.:** \_\_\_\_\_

**RATING**

MAXIMUM SCORE	CRITERIA	NAME	NAME	NAME
35	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.			
35	Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.			
10	Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)			
2	State Certified MBE (2 points for state certified MBE primes and/or subs)			
3	Location of the firm's offices where work will be accomplished.			
15	<p><b>EBO PROGRAM – Evaluation Preference applied by the GSC</b>  <i>When finalizing this scoresheet, Construction Department must select one of the following evaluation preferences as applied by the GSC (See <b>Attachment 6</b> for an explanation of how to apply each preference); if no evaluation preference was applied by the GSC or if a DBE goal applies these points must be eliminated</i></p> <p><i>15 points for New SBE primes</i>  Or  <i>Contracts less than \$500,000: 15 points for SBE Primes.</i>  Or,  <i>Contracts \$500,000 or greater: up to 15 points for SBE participation for prime and subs</i>  Or,  <i>Up to 15 points for M/WBE participation for prime and subs</i></p>			
<b>TOTAL</b>				
<b>RANKING</b>				

\* A ranking resulting in a tie for 1<sup>st</sup> place is not permitted. In the event of a tie for 1<sup>st</sup> place the Evaluator shall, at their sole discretion, modify the ranking so that only one (1) Consultant is ranked 1<sup>st</sup>.

\_\_\_\_\_  
EVALUATOR (SIGNATURE)

\_\_\_\_\_  
EVALUATOR (PRINTED)

\_\_\_\_\_, 20\_\_\_\_ SELECTION COMMITTEE MEETING, PALM BEACH COUNTY, FLORIDA