



**SOLICITATION SIGNATURE PAGE**

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

Presented at GSC Meeting: 3/18/26

Department/Division Planning, Zoning and Building/Planning Division

Central County Economic Development Master Plan (CCEDMP)

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

Contract Manager Thuy Shutt

Phone/ E-mail TShutt@pbc.gov

Estimated Date of Advertising 04/01/2026 Estimated Dollar Value of Project \$1,000,000.00

Type of Solicitation RFP - \$200,000 and over BCC

**DEPARTMENT/DIVISION/OFFICE**

**SIGNATURE AND DATE**

Originating Department/Division

PZB-Planning Division   
Thuy Shutt  
Contract Manager  
Planning, Zoning and Building Division  
Palm Beach County  
311 N. Dixie Hwy., Suite 200  
West Palm Beach, FL 33411  
Phone: 561-836-3333  
Fax: 561-836-3334  
Email: tshutt@pbc.gov

Department/Division Director

  
Angela Smith, Compliance Mgr. 3/13/26

OSBD

Goal Setting Committee Chairperson



## Solicitation Review and API Recommendation

Department/Division Planning, Zoning and Building/Planning

Project Name/Number Central County Economic Development Master Plan (CCEDMP)

Contract Manager Thuy Shutt

Phone/e-Mail TShutt@pbc.gov

Estimated Date of Advertising \_\_\_\_\_ Estimated Dollar Value of Project \$1,000,000.00

Type of Solicitation RFP - \$200,000 and over BCC

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:

OSBD and department discussed incorporating subconsultant disciplines along with a 2% min. mandatory SBE goal in addition to the Evaluation Preference to ensure local certified SBE participation.

- 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 OSBD for review.
- If the OSBD agrees, submit to the Purchasing or Originating Department.
- If the OSBD disagrees, change and submit to Purchasing or Originating Department.

**MANDATORY REVIEW**

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OSBD 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/Planning

DATE: March 9, 2026

SOLICITATION NAME: Central County Economic Development Master Plan (CCEDMP)

PROJECT No. \_\_\_\_\_

TYPE OF SOLICITATION: RFP \_\_\_\_\_

NON-CCNA-PROF. SVCS \_\_\_\_\_

**AVAILABLE APIS:**

**Professional Services API (Race & Gender Neutral)**  
SBE Evaluation Preference for SBE Participation  
SBE Subcontracting (20%)

**DEPARTMENT RECOMMENDED API:**

SBE Evaluation Preference for SBE Participation

Thuy Shutt, PZB- Planning Director

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT SIGNATURE

DATE

**OSBD RECOMMENDED API:**

SBE Evaluation Preference for SBE Participation  
SBE Subcontracting (2% Minimum Mandatory)

Angela D. Smith  
OSBD REVIEWER NAME

3.13.26



3.13.96

OSBD REVIEWER SIGNATURE

DATE

**GOAL SETTING COMMITTEE DETERMINATION:**

Goal Setting Committee adopted recommended API(s) from Department and OSBD if no, Goal Setting Committee recommended API(s): Yes  No

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

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

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE

Rev. Feb. 2026