



October 29, 2019

To: RFP Respondents

RE: Two (2) firms to provide all required professional engineering services for:

Department of Engineering and Public Works

P.O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4000

FAX: (561) 684-4050

www.pbcgov.com

**Intersection Improvements Annual Services
On A Work Task Order Basis
Project No. N/A**

Dear Consultant:

This letter serves to advise you of the results of the October 29, 2019 Short List Committee meeting for the above project. **HSQ Group, Inc., Propel Engineering Inc., Bolton Perez & Associates, Inc. and HBC Engineering Company** were short listed.

Consultants are hereby notified of the "Cone of Silence" requirements pursuant to Palm Beach County Lobbyist Registration Ordinance 2003-055 (Palm Beach County Code 2-351 through 2-358). In addition, it is recommended that all design professionals seeking to provide services to Palm Beach County review Policies and Procedures Manual (PPM) CW-F-067 "Evaluating, Recovering and Recording Errors/Omissions by a Design Professional", which can be found at www.co.palm-beach.fl.us/publicaffairs/ppm/pdf/cw-f-067.pdf

The "Consultant Summary" table and the Short List Committee voting sheets will be posted shortly at:

<http://discover.pbcgov.org/engineering/roadwayproductions/Pages/Roadway-Publications.aspx>.

Thank you for your submittal and we encourage you to respond to future RFP's.

The Short Listed firms will be notified under separate cover of their presentation time. Should you have any questions or require additional information, please contact me at 561-684-4150 or email me at HKnight@pbcgov.org

Sincerely,

Holly Knight, P.E.
Contracts Section Manager

pc: Tanya McConnell, P.E., Deputy County Engineer

ec: Patrick Rutter, Assistant County Administrator
David L. Ricks, P.E., County Engineer
Steve Carrier, P.E., Assistant County Engineer
Omelio A. Fernandez, P.E., Director, Roadway Production
Morton Rose, P.E., Assistant Director, Roadway Production
Anthony Montero, Office of the Inspector General
Yelizaveta B. Herman, Assistant County Attorney
Fay Reynolds, Legal Secretary, County Attorney
Committee Members

**Palm Beach County
Board of County
Commissioners**

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Robert S. Weinroth

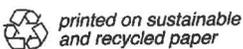
Mary Lou Berger

Melissa McKinlay

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



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and recycled paper

MINUTES OF SHORT LIST COMMITTEE MEETING

October 29, 2019, Commencing: 2:07 PM, Ending: 2:53 PM

Engineering & Public Works Department, 2300 Jog Road, 3rd Floor Conference Room #3W-12

MEMBERS PRESENT:

- Steve Carrier, P.E. - Assistant County Engineer
- Morton Rose, P.E.* - Assistant Director, Roadway Production
- Fattoush Jafar, Sr. P.E.* - Manager, Traffic Engineering Operations, Traffic
- Holly Knight, P.E. - Contracts Manager, Roadway Production
- Mark Tomlinson - Director, Construction Coordination
- Angela Smith* - Small Business Development Specialist II,
Office of Equal Business Opportunity

* denote any delegated votes here:

- *Omelio Fernandez, P.E. - Director, Roadway Production
- **Motasem Al-Turk, P.E. - Director, Traffic
- ***Tonya Johnson - Director, Office of Small Business Assistance,
Office of Equal Business Opportunity

DISCUSSION:

Quorum is present represented by a minimum of five members.

The Short List Committee was called to order by Steve Carrier, P.E., Assistant County Engineer. It was stated that the committee would be discussing the firms for Professional Engineering Consulting Services for:

**Intersection Improvements Annual Services
On A Work Task Order Basis
Project No. N/A**

The meeting was opened up the meeting for Public Comments, public was present but none had questions or comments.

The outline of the project was discussed by Morton Rose, P.E., Assistant Director, Roadway Production. The shortlist committee intends to shortlist a minimum of four (4) firms.

RESULTS:

Submitting Firms	Shortlisted Firms
American Consulting Engineers of Florida, LLC	1 HSQ Group, Inc.
Bolton Perez & Associates, Inc.	2 Propel Engineering, Inc.
HBC Engineering Company	3 Bolton Perez & Associates, Inc.
HSQ Group, Inc.	4 HBC Engineering Company
McMahon Associates, Inc.	
Propel Engineering, Inc.	
R.J. Behar & Company, Inc.	
Simmons & White, Inc.	

SHORT LIST COMMITTEE TALLY SHEET

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
Intersection Improvements Annual Services on a Work Task Order Basis**

PROJECT NO: **N/A**

SHORT LIST MEETING DATE: **Tuesday, October 29, 2019**

SHORT LIST MEETING TIME: **2:00 PM**

Shortlist Committee		American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.	
Assistant County Engineer		Steve Carrier	5	2	3	1	7	4	8	6
Director Roadway Production	*	Morton Rose	6	3	5	2	8	1	4	7
Director Traffic	*	Fattoush Jafar	7	2	5	1	6	4	8	3
Director Land Development		Absent								
Contracts Manager		Holly Knight	6	1	3	4	6	2	4	8
Director Construction Coordination		Mark Tomlinson	6	5	1	2	7	3	7	4
User Dept Representative		Absent								
Director Office of Small Business	*	Angela Smith	8	3	2	4	7	1	6	5
Total			38	16	19	14	41	15	37	33
Rank			7	3	4	1	8	2	6	5

JaeAnn Dean
Secretary Printed Name



Secretary Signature

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
Intersection Improvements Annual Services on a Work Task Order Basis**

PROJECT NO: **N/A**

SHORT LIST MEETING DATE: **Tuesday, October 29, 2019**

SHORT LIST MEETING TIME: **2:00PM**

Criteria	Max Score	American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	48	49	41	49	43	41	41	40
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	18	20	17	20	17	18	15	15
Subtotal	70								
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	82	89	88	91	77	86	72	80
Rank		5	2	3	1	7	4	8	6

Member's Name:

Steven Carriés

Member's Signature:

St. Carriés

10/29/19

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: All Engineering Services Required for:
 Intersection Improvements Annual Services on a Work Task Order Basis
 PROJECT NO: N/A
 SHORT LIST MEETING DATE: Tuesday, October 29, 2019
 SHORT LIST MEETING TIME: 2:00PM



Criteria	Max Score	American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	45	47	35 35	48	35	46	45	35
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	15	18	12	18	14	17	18	12
Subtotal	70	60	65	52 47	66	49	63	63	47
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	76	85	77 77	88	66	90	79	72
Rank		6	3	5 5	2	8	1	4	7

Member's Name: MORTON ROSE

Member's Signature:

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
Intersection Improvements Annual Services on a Work Task Order Basis**

PROJECT NO: **N/A**

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Criteria	Max Score	American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	30	45	25	45	30	35	25	40
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	10	15	10	15	10	10	10	10
Subtotal	70								
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	56	80	65	82	57	72	51	75
Rank		7	2	5	1	6	4	8	3

Member's Name:

Fatmeh Jahar

Member's Signature:

[Handwritten Signature]

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
Intersection Improvements Annual Services on a Work Task Order Basis**

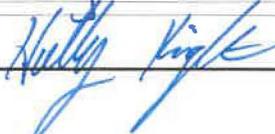
PROJECT NO: **N/A**

SHORT LIST MEETING DATE: **Tuesday, October 29, 2019**

SHORT LIST MEETING TIME: **2:00PM**

Criteria	Max Score	American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	38	50	35	35	36	45	38	25
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	13	20	13	17	14	15	15	10
Subtotal	70	51	70	48	47	50	60	53	35
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	67	90	78	69	67	87	69	60
Rank		6	1	3	4	6	2	4	8

Member's Name: **Holly Knight**

Member's Signature: 

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
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PROJECT NO: **N/A**

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Criteria	Max Score	American Consulting Engineers of Florida, LLC	Bolton Perez & Associates, Inc.	HBC Engineering Company	HSQ Group, Inc.	McMahon Associates, Inc.	Propel Engineering, Inc.	RJ Behar & Company, Inc.	Simmons & White, Inc.
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	45	44	45	47	43	44	45	44
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	16	17	15	19	15	16	14	15
Subtotal	70	61	63	60	66	58	60	59	59
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	77	83	90	88	75	87	75	84
Rank		6	5	1	2	7	3	7	4

MARK TOMLINSON Member's Name:

[Signature] Member's Signature:

SHORT LIST EVALUATION FORM

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
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PROJECT NO: **N/A**

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Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	50	48	48	45	46	47	49	48	44
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	20	15	18	16	17	15	18	17	15
Subtotal	70	61	66	61	63	62	67	65	59
Location of the firm's offices where work will be accomplished.	3	3	3	3	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference	15	4	8	15	13	3	15	4	14
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	7	7	10	4	9	7	7	6
Subtotal 2	30	16	20	30	22	17	27	16	25
Total	100	77	86	91	85	79	94	81	84
Rank		8	3	2	4	7	1	6	5

Member's Name:

Ann Su

Member's Signature:

Angela Smith



SHORTLIST CONSULTANT SUMMARY

Two Firms to Provide: Professional Engineering Consulting Services for
Intersection Improvements Annual Services
on a Work Task Order Basis

Project No: N/A
EBO API's: 20% Minimum Mandatory SBE, SBE Evaluation Preference

Meeting Date: Tuesday, October 29, 2019
Meeting Time: 2:00PM

TEAM				LOCATION		EBO			VOLUME OF PREVIOUS WORK (\$)			
Team Members	Services Provided	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee*	Points (10 max)
<u>American Consulting Engineers of Florida, LLC</u>	3.01, 3.02	79%		79%	<u>3</u>	-	-	-	<u>6</u>	\$277,037	\$218,859	<u>7</u>
Brown & Phillips, Inc.	5.01, 5.02	9%		9%		9.0	9.0	9.0		\$899,369	\$80,943	
GCME, Inc.	6.01, 6.06	3%		3%		3.0	3.0	3.0		\$112,817	\$3,385	
Propel Engineering, Inc.	3.01, 3.06	9%	1	9%		9.0	9.0	9.0		\$148,091	\$13,328	
		100%		100%		21.0%	21.0%	21.0%			\$316,515	
						4		2				
<u>Bolton Perez & Associates, Inc.</u>	3.01, 3.02, 3.06	50%		50%	<u>3</u>	-	-	50.0	<u>10</u>	\$292,897	\$146,449	<u>7</u>
Civil Design, Inc.	3.01, 3.02	30%		30%		30.0	30.0	30.0		\$631,796	\$189,539	
Brown & Phillips, Inc.	5.01, 5.02	12%		12%		12.0	12.0	12.0		\$899,369	\$107,924	
GCME, Inc.	6.01, 6.06	8%		8%		8.0	8.0	8.0		\$112,817	\$9,025	
		100%		100%		50.0%	50.0%	100.0%			\$452,937	
						8		2				
<u>HBC Engineering Company</u>	3.01, 3.02	80%		70%	<u>3</u>	80.0	80.0	-	<u>17</u>	\$0	\$0	<u>10</u>
Manuel G. Vera & Associates, Inc.	5.01, 5.02	10%		10%		-	-	-		\$26,894	\$2,689	
RADISE International, LC	6.01, 6.06	10%		10%		10.0	10.0	10.0		\$432,933	\$43,293	
		100%		90%		90.0%	90.0%	10.0%			\$45,983	
						15		2				
<u>HSQ Group, Inc.</u>	3.01, 3.02, 3.06, 5.01, 5.02	75%		75%	<u>3</u>	75.0	-	75.0	<u>15</u>	\$1,433,959	\$1,075,469	<u>4</u>
Tierra South Florida, Inc.	6.01, 6.06	5%		5%		-	-	2.0		\$1,176,547	\$58,827	
Stanley Consultants, Inc.	3.01, 3.02, 3.06	20%		20%		-	-	-		\$512,571	\$102,514	
		100%		100%		75.0%	0.0%	77.0%			\$1,236,811	
						13		2				

SHORTLIST CONSULTANT SUMMARY

Two Firms to Provide: Professional Engineering Consulting Services for
Intersection Improvements Annual Services
on a Work Task Order Basis

Project No: N/A
EBO API's: 20% Minimum Mandatory SBE, SBE Evaluation Preference

Meeting Date: Tuesday, October 29, 2019
Meeting Time: 2:00PM

TEAM				LOCATION		EBO			VOLUME OF PREVIOUS WORK (\$)			
Team Members	Services Provided	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee*	Points (10 max)
McMahon Associates, Inc.	3.01, 3.02	80%		80%	<u>3</u>	-	-	-	<u>5</u>	\$42,848	\$34,278	<u>9</u>
Brown & Phillips, Inc.	5.01, 5.02	10%		10%		10.0	10.0	10.0		\$899,369	\$89,937	
GCME, Inc.	6.01, 6.06	10%		10%		10.0	10.0	10.0		\$112,817	\$11,282	
** - Did not list a team member for 3.06, but McMahon is certified so team is complete		100%		100%		20.0%	20.0%	20.0%		\$135,497		
						3		2				
Propel Engineering, Inc.	3.02, 3.06	89%	1	89%	<u>3</u>	89.0	89.0	89.0	<u>17</u>	\$148,091	\$131,801	<u>7</u>
Stantec Consulting Services, Inc.	5.01, 5.02	6%		6%		-	-	-		\$3,836,925	\$230,216	
Tierra South Florida, Inc.	6.01, 6.06	5%		5%		-	-	5.0		\$1,176,547	\$58,827	
** - Did not list a team member for 3.01, but Propel is certified so team is complete		100%		100%		89.0%	89.0%	94.0%		\$420,844		
						15		2				
R.J. Behar & Company, Inc.	3.01, 3.02, 3.06	75%		75%	<u>3</u>	-	-	75.0	<u>6</u>	\$417,030	\$312,773	<u>7</u>
Brown & Phillips, Inc.	5.01, 5.02	15%		15%		15.0	15.0	15.0		\$899,369	\$134,905	
RADISE International, LC	6.01, 6.06	10%		10%		10.0	10.0	10.0		\$432,933	\$43,293	
** - Did not list a team member for 3.01, but R.J. Behar & Company is certified so team is complete		100%		100%		25.0%	25.0%	100.0%		\$490,971		
						4		2				
Simmons & White, Inc.	3.01, 3.02, 3.06	66%		66%	<u>3</u>	66.0	-	-	<u>16</u>	\$246,426	\$162,641	<u>6</u>
Brown & Phillips, Inc.	5.02	19%		19%		19.0	19.0	19.0		\$899,369	\$170,880	
Tierra South Florida, Inc.	6.01, 6.06	15%		15%		-	-	15.0		\$1,176,547	\$176,482	
** - Did not list a team member for 5.01, but Brown & Phillips is certified so team is complete		100%		100%		85.0%	19.0%	34.0%		\$510,003		
						14		2				

SHORTLIST CONSULTANT SUMMARY

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Project No: N/A
EBO API's: 20% Minimum Mandatory SBE, SBE Evaluation Preference

Meeting Date: Tuesday, October 29, 2019
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TEAM				LOCATION		EBO			VOLUME OF PREVIOUS WORK (\$)			
Team Members	Services Provided	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee*	Points (10 max)
<u>Prime Categories</u>	<u>Subcategories</u>											
3.01 (General Hwy. Design w/o Curb & Gutter, Access & Drainage)	3.06 (Traffic Operation Signal Design)											* - Pro Rated Fee = Previous Work Amount multiplied by the % of work on the project
3.02 (General Hwy. Design w/ Curb & Gutter, Access & Drainage)	5.01 (Land Surveying)											1 - Prime and Sub on different teams
	5.02 (Engineering Surveying)											2 - Unrequested Service
	6.01 (Gelogical & Geographic Studies)											3 - Incomplete Team
	6.06 (Materials Testing)											4 - Did not meet mandatory EBO requirement
												5 - Prime is doing less than 50% of the work
												6 - Prime does not have at least one prime category

**COMMITTEE
MEMBERS**

SHORT LIST COMMITTEE MEETING

Palm Beach County Engineering Department

Two (2) Firms - to provide all engineering services required for the preparation of plans and specifications complete for formal advertising and receipt of bids for:

**Intersection Improvements Annual Services
On a Work Task Order Basis
Project No. N/A**

Tuesday, October 29, 2019

Name	Organization	Phone	Email
Holly Knight	PBC Eng	561-684-4150	hknight@pbcgov.org
JADEANN DEAN	PBC ENG	561/684-4154	jadean@pbcgov.org
Fatmeh Jahar	PBC-Traffic	561-684-4030	FJAFARA@PBCGOV.ORG
May Cheng	PBC-Traffic	(561) 684-4138	mcheng@pbcgov.org
Mark Tomlinson	PBC Const. Coord.	561-684-4180	mtomlinson@PBCgov.org
Steve Carris	ENG	684-4016	scarris
Angela Smith	PBC DEBD	616-6840	asmith1@pbcgov.org
Milton Rose	PBC Roadway	684-4150	mrose@PBCGOV.ORG

SHORT LIST COMMITTEE MEETING

Palm Beach County Engineering Department

Two (2) Firms - to provide all engineering services required for the preparation of plans and specifications complete for formal advertising and receipt of bids for:

**Intersection Improvements Annual Services
On a Work Task Order Basis
Project No. N/A**

Tuesday, October 29, 2019

Name	Organization	Phone	Email
Jagan Katkuri	American	561 253 9553	JKATKURID@ACP-FL.COM
Jaime Celler	American	561-253-9566	JCeller@acp-fl.com
LUIS COSTA	BOLTON PEREZ	561 961 9555	LCOSTA@BPAENGINEERS.COM
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