

**From:** Jessica Lopez  
Procurement and Contracts Coordinator

**To:** Valerie Neilson, AICP  
Executive Director

**Date:** May 23, 2025

**Re:** NOTICE OF INTENT TO AWARD RFP FY25-03

On March 17, 2025, Request for Proposals (RFP) FY25-03 General Planning Consultant (GPC) Services was publicly advertised for at least 15 business days until April 8, 2025, in accordance with the Palm Beach TPA Procurement Policy. The selection committee met on May 13, 2025, and evaluated and ranked the responsive proposals based on the evaluation criteria as specified in Section 2.19 of the RFP. The selection committee did not make a final determination at that time but instead voted to hold Oral Presentations on May 21, 2025, to hear from the four highest ranked proposals. At the conclusion of the Oral Presentations, the evaluation process resulted in Kittelson & Associates being ranked first, a tie between AtkinsRealis USA Inc. and Kimley Horn & Associates in second place, and WSP USA Inc ranked third/fourth place. The selection committee voted unanimously to forward all four of the ranked proposals to the TPA Executive Director for consideration. Per the published RFP, in the event of a tie, the TPA Executive Director will score the proposals to determine the final ranking. A meeting for the Finalists Tiebreaker Evaluation and Resolution was held on May 23, 2025 where the two tied proposals were scored and ranked by the Executive Director. The final rankings are as follows:

Rank	Respondent	Average Total Weighted Score
1	Kittelson & Assoc.	91.00
2	Kimley-Horn & Assoc.	90.00
3	AtkinsRealis USA Inc	88.00
4	WSP USA Inc	86.00

Based on the ranking above, the Finance and Operations team will begin contract negotiations in order for you to present two contracts for execution to the TPA Governing Board on June 26, 2025, with an anticipated contract start date of July 1, 2025.

Approved:

---

Valerie Neilson, AICP  
Executive Director