



EVALUATION COMMITTEE MEETING MINUTES

March 11, 2026 at 10:00 AM

Council Chambers – 340 Ocean Drive

PRESENT: ANDREA DOBBINS, PROJECT/RISK MANAGER
FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
EMILY ALVES, FINANCE/HR DIRECTOR

ALSO PRESENT: CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 0

CALL TO ORDER – 10:00AM

Project/Risk Manager Dobbins called the meeting to order at 10:00am. She announced that the public is allowed to attend the meeting, but participation is limited to the Evaluation Committee members only. She also stated that the purpose of the Committee meeting is to review, rank and vet out the companies which submitted proposals to the Town's Request for Qualifications (RFQ) for Professional Traffic Engineering Services for a Safety Action Plan – SS4A Grant Program for the Town of Juno Beach.

REVIEW OF QUALIFICATIONS - PROFESSIONAL TRAFFIC ENGINEERING SERVICES FOR SAFETY ACTION PLAN - SS4A GRANT PROGRAM

Project/Risk Manager Dobbins stated that they received a total of two (2) responses to the RFQ and explained the process for ranking the firm and giving a recommendation to Council.

The Committee reviewed and discussed the following proposals:

(See attached evaluation sheets.)

COLLIER ENGINEERING CO., INC.

Finance/HR Director Alves stated that she gave this company a total of 94 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 80 out of 100.

Director of Planning & Zoning Davila stated that he gave this company a total of 90 out of 100.

KIMLEY-HORN

Finance/HR Director Alves stated that she gave this company a total of 100 out of 100.

Project/Risk Manager Dobbins stated that she gave this company a total of 100 out of 100.

Director of Planning & Zoning Davila stated that he gave this company a total of 100 out of 100.

FINAL RANKINGS AND RECOMMENDATION TO THE TOWN COUNCIL

The Committee discussed and performed a final ranking on their evaluation sheets *(see attached)*.

The Committee gave unanimous consensus to recommend approval of Kimley-Horn to the Town Council.

ADJOURNMENT

The meeting was adjourned at 10:07am.

ATTEST:



Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Town of Juno Beach
EVALUATION COMMITTEE SUMMARY TABULATION
March 11, 2026

Request for Proposal: Professional Traffic Engineering Services for a Safety Action Plan – SS4A Grant Program

COLLIER ENGINEERING CO., INC

Evaluation Committee Member	Scoring Criteria Tabulation			
	#1	#2	#3	TOTAL
Andrea Dobbins <i>Project Coordinator/Risk Manager</i>	15 /30	60/60	5 /10	80/100
Frank Davila, CFM <i>Director of Planning & Zoning</i>	25 /30	55/60	10 /10	90 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	29 /30	55/60	10 /10	94 /100
TOTAL				264 /300

KIMLEY-HORN

Evaluation Committee Member	Scoring Criteria Tabulation			
	#1	#2	#3	TOTAL
Andrea Dobbins <i>Project Coordinator/Risk Manager</i>	30 /30	60 /60	10 /10	100/100
Frank Davila, CFM <i>Director of Planning & Zoning</i>	30 /30	60 /60	10 /10	100 /100
Emily Alves, CPA, CGFO <i>Finance/HR Director</i>	30 /30	60/60	10 /10	100/100
TOTAL				300/300

Completed By *Town Clerk Copeland-Rodriguez:*  Date: 3/11/2026

	Max. Points	Category
#1	30	<i>Firm's Qualifications</i> • Demonstrated understanding and experience in Vision Zero initiatives; including the safe system approach and the ability to develop action plans aligned with Vision Zero goals; • A minimum of 7 years of experience working with local governments; • List all staff that will be assigned to this project with assigned duties and copies of their resumes; • Explain the firm's technical capabilities as it relates to traffic/pedestrian safety, data analysis and crash investigations.

#2	60	<i>Project Experience and Proof of Past Performance</i> • Provide proof of at least three (3) other Safety Action Plans created in accordance with the SS4A grant program for a local government; • Provide references for each completed plan listing the contact person's name, telephone number and email address.
#3	10	<i>Proof of Insurance, Licenses and Deadline Requirements</i> • Evidence of valid state, county, and local licenses and receipts proving authority to conduct business in the jurisdiction of the work; • Proof of Insurance; • The firm's ability to meet the Safety Action Plan deadline for the public presentation (April 2027) and final submittal (May 30, 2027).



Town of Juno Beach
EVALUATION COMMITTEE TABULATION
March 11, 2026

Request for Qualifications: Professional Traffic Engineering Services for a Safety Action Plan – SS4A Grant Program

Firm (in alphabetical order)	#1	#2	#3	Total
COLLIER ENGINEERING CO., INC	29 /30	55 /60	10 /10	94 /100
KIMLEY-HORN	30 /30	60 /60	10 /10	100 /100

	Max. Points	Category
#1	30	<i>Firm's Qualifications</i> • Demonstrated understanding and experience in Vision Zero initiatives; including the safe system approach and the ability to develop action plans aligned with Vision Zero goals; • A minimum of 7 years of experience working with local governments; • List all staff that will be assigned to this project with assigned duties and copies of their resumes; • Explain the firm's technical capabilities as it relates to traffic/pedestrian safety, data analysis and crash investigations.
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Completed By: Emily Alves
Signature

Date: 3/11/26

Emily Alves
Print Name



Emily's Notes

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KIMLEY-HORN	/30	/60	/10	/100

	Max. Points	Category
#1	30 29	<i>Firm's Qualifications</i> • Demonstrated understanding and experience in Vision Zero initiatives; including the safe system approach and the ability to develop action plans aligned with Vision Zero goals; • A minimum of 7 years of experience working with local governments; 1981 ✓ List all staff that will be assigned to this project with assigned duties and copies of their resumes; • Explain the firm's technical capabilities as it relates to traffic/pedestrian safety, data analysis and crash investigations.
#2	60 55	<i>Project Experience and Proof of Past Performance</i> • Provide proof of at least three (3) other Safety Action Plans created in accordance with the SS4A grant program for a local government; 9 done, others in progress • Provide references for each completed plan listing the contact person's name, telephone number and email address. 3 reference provided
#3	10 10	<i>Proof of Insurance, Licenses and Deadline Requirements</i> ✓ Evidence of valid state, county, and local licenses and receipts proving authority to conduct business in the jurisdiction of the work; ✓ Proof of Insurance; ✓ The firm's ability to meet the Safety Action Plan deadline for the public presentation (April 2027) and final submittal (May 30, 2027).

Completed By: _____
Signature

Date: _____

Print Name



Emily's Notes

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#2	60 60	<i>Project Experience and Proof of Past Performance</i> • Provide proof of at least three (3) other Safety Action Plans created in accordance with the SS4A grant program for a local government; 24 in FL, 285 nationally • Provide references for each completed plan listing the contact person's name, telephone number and email address. 3 provided
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Completed By:

Andrea L. Dobbins
Signature

Date:

3-11-26

Print Name

Andrea L. Dobbins

Collier Eng -

Out of State Consultant. No local licenses provided for PBC or UB.

No evidence of knowing the location or culture of Juno. Logistically it would be a challenge to hold in-person meetings + see the town's roadways for proper evaluation + recommendations. No exp. wkg w/ local govt. in Florida or PBC

Kimley Horn -

They show knowledge / understanding of J.B.^{ie.} barrier island. Lots of local exp. in ABC creating Action Plans.

Provided all requested info in the RFQ.

They show success in creating Action Plans for other local FL. municipalities. Extensive staff to provide technical Eng. Recommendations.



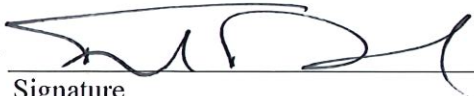


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Completed By: 
 Signature

Date: 3/11/26

FRANK DAVILA
 Print Name