

RFP 25-599, Construction Manager at Risk – Medical Examiner Expansion & Renovation

1st Selection Committee Meeting Minutes

October 6, 2025

Selection Committee Members:

Keith Tate, Facilities Management
Becky Troutman, County Commissioner
John Bohde, County Manager's Office
Dr. Stephen Nelson, Chief Medical Examiner
Darrell Johnson, Supplier Diversity

Staff: Tabatha Shirah, Senior Procurement Analyst

The committee convened at 11:00 a.m. All Committee members present received a packet and copy of the Proposals received.

I gave an overview of the RFP Selection Process Procedures and answered questions from the committee members. Keith Tate gave an overview of the scope of services.

Meeting was adjourned at approximately 11:11 a.m.

The next meeting will be held Tuesday, October 28, 2025 @ 9:00 – 11:00 a.m. at the Polk County Administration Building in Conference Room 407, 330 West Church St., Bartow, FL. The Selection Committee will score the proposals at this meeting. This is a public meeting so anyone who is interested in attending may attend.

Respectfully submitted,

Tabatha Shirah
Chairperson / Senior Procurement Analyst