

RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

1st Selection Committee Meeting Minutes

January 13, 2026

Selection Committee Members:

Keith Tate, Facilities Management
John Bohde, Manager's Office
Chief Shawn Smith, Polk County Fire Rescue
Darrell Johnson, Equal Opportunity
Becky Troutman, Polk County Commissioner

Staff: Michele Sims, Procurement Operations Manager
Noah Milov, County Attorney's Office

The committee convened at 1:03 p.m. All committee members were present. 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 required.

The next meeting will be held Tuesday, January 27, 2026, @ 1:00 p.m. at the Polk County Administration Building, 330 West Church St., Procurement Conference Room 150 (1st Floor), 330 West Church Street, 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.

Meeting was adjourned at approximately 1:24 p.m.

Respectfully submitted *on behalf of Tabatha Shirah,*

Michele Sims
Procurement Operations Manager