

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

2nd Selection Committee Meeting Minutes

January 27, 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: Tabatha Shirah, Procurement
Noah Milov, County Attorney's Office

Attendees: Phil Trezza, PBK Architects
Gerald Trout, STA/Grace Design
Uriel Reyes, Tetra Tech

The committee convened at 1:03 p.m. All committee members were present. Selection Committee members scored each proposal in alphabetical order using the evaluation criteria and selection process, Elevation Level 2.

The scores are as follows:

Proposer	Score
Grace Design Studios, LLC	88
The Lunz Group	84
PBK Architects Florida, Inc.	80
CMHM Architects, Inc.	79
Parlier & Crews Architects and Design Studio, PA	78
WJ Architects, LLC	76
Bentley Group	73
CPZ Architects, Inc.	71
Tetra Tech, Inc.	70
PLUS, LLC	66
Cape Design Engineering Co.	54
Diversified Engineering, Inc.	29

In accordance with the RFP Selection Process Elevation Level 2, the Selection Committee collectively decided to elevate the 5 highest scored Proposers to Elevation Level 3, Proposer Interviews.

In accordance with Elevation Level 3 (Proposer Interviews), at this interview the Proposer(s) shall make a presentation focusing on their approach to project. The Selection Committee Members will have an opportunity to inquire about any aspect of the RFP and the Proposers Proposal. Each interview has been scheduled for 30 minutes. Each Proposer will have 20 minutes for their presentation which will allow for 10 minutes for questions from the Selection Committee. Proposers should ensure that the Project Manager is present and no more than 3 additional personnel for this project are present at the interview. If Proposers have a sub-consultant as a subject matter expert for the project, Proposers should ensure they're one of the 4 individuals present at interviews. The interviews have been scheduled for Tuesday, February 10, 2026, County Administration Building, Procurement Conference Room 150 (1stFloor), 330 West Church Street, Bartow, Florida, as follows:

Proposer	Time
CMHM Architects, Inc.	12:45 p.m.
Grace Design Studios, LLC	1:20 p.m.
Parlier & Crews Architects and Design Studio, PA	1:55 p.m.
PBK Architects Florida, Inc.	2:30 p.m.
The Lunz Group	3:05 p.m.

In accordance with Florida Statute 286.0113, all interviews conducted will be exempt from attendance by anyone other than the selection committee. At the end of the last interview, the meeting will be open to the public at 3:35 p.m. and the ranking of firms and recommendation of award will occur in the sunshine.

Meeting was adjourned at approximately 1:55 p.m.

Respectfully submitted,
Tabatha Shirah
Chairperson / Procurement Analyst