

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

Interviews/Ranking Meeting Minutes

February 10, 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

Others (Ranking Meeting):

Scott Crews, Parlier & Crews Architects
Gerald Trout, Grace Design Studios
Phil Trezza, PBK Architects
Amy Bradlow, PBK Architects
Maria Guzman, CMHM Architects.

Interviews convened at approximately 12:48 p.m. on Tuesday, February 10, 2026. All Selection Committee members were present. Presentations were made in alphabetical order followed by questions of the Committee. The interviews ended at approximately 3:30 p.m.

After the Presentation/Interviews, the Selection Committee meeting became open to the public at 3:37 p.m. The Selection Committee ranked the firms from one to five with a ranking of one for the Proposer deemed to be the most highly qualified to perform the required services. The following are the firms interviewed and their final ranking by the Selection Committee.

Proposer		Rank
Grace Design Studio	Lakeland, FL	1
CMHM Architects, Inc.	Lakeland, FL	2
The Lunz Group	Lakeland, FL	3
Parlier & Crews Architects	Lake Wales, FL	4
PBK Architects Florida, Inc.	Tampa, FL	5

In accordance with the RFP's Selection Process, Elevation Level 3, Proposer Interviews, the Selection Committee collectively decided to recommend the Board authorize staff to enter into contract negotiations with the highest-ranked Proposer, Grace Design Studio. Should negotiations fail with Grace Design Studio, negotiations will be terminated, and staff will begin negotiations with the 2nd highest-ranked Proposer, CMHM Architects. Should negotiations fail with CMHM Architects negotiations will be terminated, and staff will begin negotiations with the 3rd highest-ranked Proposer, The Lunz Group. Should negotiations fail with The Lunz Group, negotiations will be terminated, and staff will begin negotiations with the 4th highest-ranked Proposer, Parlier & Crews Architects. Should negotiations fail with Parlier & Crews Architects, negotiations will be terminated, and staff will begin negotiations with the 5th highest-ranked Proposer, PBK Architects Florida.

Meeting was adjourned at approximately 4:00 p.m.

Respectfully submitted,

Tabatha Shirah

Chairperson / Senior Procurement Analyst