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**PROCUREMENT DIVISION**

February 12, 2026

**To:** Neil G. Melby, CMHM Architects, Inc.; [neil@lkldarch.com](mailto:neil@lkldarch.com)  
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**Subject:** Notice of Recommendation to Award - RFP 26-054, Architectural & Engineering Services for Polk County Fire Rescue Administration Headquarters

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Thank you for your participation in the above referenced RFP. The Selection Committee will request the Board of County Commissioners to 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 2<sup>nd</sup> highest-ranked Proposer, CMHM Architects. Should negotiations fail with CMHM Architects negotiations will be terminated, and staff will begin negotiations with the 3<sup>rd</sup> highest-ranked Proposer, The Lunz Group. Should negotiations fail with The Lunz Group, negotiations will be terminated, and staff will begin negotiations with the 4<sup>th</sup> highest-ranked Proposer, Parlier & Crews Architects. Should negotiations fail with Parlier & Crews Architects, negotiations will be terminated, and staff will begin negotiations with the 5<sup>th</sup> highest-ranked Proposer, PBK Architects Florida.

Any actual Proposer who is allegedly aggrieved in connection with the pending award may protest to the Procurement Director, in accordance with the Procurement Policies and Procedures Manual. The procedures can be found at the following link: <https://www.polkfl.gov/business/procurement/protest-procedures/>. In accordance with the Procurement Procedures any person who wishes to file a protest may do so by

submitting a protest bond in the amount of \$1,000.00 with their initial Notice of Intent to file a protest prior to **Tuesday, February 17, 2026, at 4:00 p.m.** Failure to follow the bid protest procedure requirements within the time frames prescribed herein as established by Polk County, Florida, shall constitute a waiver of your protest and any resulting claims.

If you should have any questions, please do not hesitate to let me know.

Sincerely,

*Tabatha Shirah*

Senior Procurement Analyst