

## **RFP 26-055, Construction Manager at Risk (CMAR) Smith Lane Joint-Use Fire Rescue Station**

### **1<sup>st</sup> Selection Committee Meeting Minutes**

**January 13, 2026**

#### **Selection Committee Members:**

Keith Tate, Facilities Management  
Ryan Taylor, 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 2:03 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 Thursday, January 29, 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.

In accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"), the County shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services to conduct interviews with. Since there were only four responsive proposals received, the Selection Committee collectively decided to elevate all four Proposers to Elevation Level 3, Proposer Interviews; and for the interviews to occur immediately following the scoring meeting.

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 Thursday, January 29, 2026, County Administration Building, Procurement Conference Room 150 (1st Floor), 330 West Church Street, Bartow, Florida, as follows:

Register Construction & Engineering, Inc.	1:30 p.m.
Rodda Construction, Inc.	2:10 p.m.
Strickland Construction, Inc.	2:50 p.m.
Whitehead Construction, Inc.	3:30 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 4:00 p.m. and the ranking of firms and recommendation of award will occur in the sunshine.

Meeting was adjourned at approximately 2:20 p.m.

Respectfully submitted *on behalf of Tabatha Shirah,*

Michele Sims  
Procurement Operations Manager