

RFP 26-290, Architectural & Engineering Services for the Kathleen Government Center

1st Selection Committee Meeting Minutes

July 28, 2026

Selection Committee Members:

Keith Tate, Facilities Management
John Bohde, Manager's Office
Stacey Hoskins, Tenth Judicial Circuit of Florida
Darrell Johnson, Equal Opportunity
Michael Scott, Polk County Commissioner (*Absent*)

Staff: Tabatha Shirah, Senior Procurement Analyst
Noah Milov, County Attorney's Office

The Selection Committee convened at 9:05 a.m. All committee members present received a meeting packet, including copies of the proposals received. Commissioner Scott received the meeting packet and copies of the proposals later that day.

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 Monday, August 17, 2026, @ 1:00 p.m. at the Polk County Administration Building, 330 West Church St., Conference Room 407 (4th 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 9:21 a.m.

Respectfully submitted *on behalf of Brad Howard*,

Tabatha Shirah
Senior Procurement Analyst