

NOTICE OF REQUEST FOR PROPOSAL

Polk County, a political subdivision of the State of Florida, is soliciting proposals for the following: **REQUEST FOR PROPOSAL – RFP #26-290, A&E Services for the New Kathleen Government Center.**

RFP packages may be obtained from the Procurement Division, 330 West Church Street, Room 150, Bartow, Florida, 33830, (863) 534-6757 or downloaded from our website at <https://www.polk-county.net/business/procurement/>. Respondents must submit one (1) original and Five (5) copies of the proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened, and the names will be read at 2:00 p.m. on receiving date.

SCOPE OF WORK: Provide architectural and engineering services for the design of the new Kathleen Government Center located on County owned property at 6895 Kathleen Road Lakeland, FL 33810. The selected Architectural firm will be considered the prime consultant to the project.

Receiving Date: **Wednesday, July 1, 2026, PRIOR TO 2:00 P.M.**

Bid Opening: **Wednesday, July 1, 2026, at 2:00 p.m. or as soon as possible thereafter**

Special Instructions: A MANDATORY pre-proposal meeting will be held Tuesday, June 9, 2026, at 9:00 a.m. in the Procurement Conference Room at the Polk County Administration building, located at 330 W. Church St, Bartow, FL 33830. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting’s sign-in sheet, or the Proposers Proposal will be considered non-responsive.

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**BID OPENING:** Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement’s website as soon as possible after bid opening.

**QUESTIONS:** Questions regarding this RFP should be in writing and should reference the above RFP. Submit all questions to Brad Howard, Sr. Procurement Analyst, via email at [bradhoward@polkfl.gov](mailto:bradhoward@polkfl.gov) or via fax at (863) 534-6789 by 5:00 p.m. on Friday, June 19, 2026.

**STATEMENT OF NO PROPOSAL RFP # 26-290, A&E Services for the New Kathleen Government Center**

If submitting a "NO PROPOSAL", Proposer shall return this form to the Polk County Board of County Commissioners Procurement Division, 330 West Church Street, Room 150, Bartow, Florida 33830; email to [procurement@polk-county.net](mailto:procurement@polk-county.net); or fax it to (863) 534-6789.

**We have declined to submit a proposal on the above-mentioned RFP for the following reasons (Please Circle all that apply):**

Specifications too "restrictive."  
Do not offer this product/service  
Unable to meet specifications  
Specifications unclear  
Other (please specify):

Insufficient time to respond to invitation for bid  
Our schedule would not permit us to perform  
Unable to meet bond/insurance requirements

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Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_