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PROCUREMENT DIVISION

April 10, 2024

To: Robert Julius, AECOM Technical Solutions, Inc., Robert.julius@aecom.com
Hao Chau, Kimley-Horn and Associates, Inc. hao.chau@kimley-horn.com
Michael Campo, Kisinger Campo Associates, Inc., mcampo@kcaeng.com
Joe Baan, Rummel, Klepper & Kohl, LLP, jbaan@rkk.com

Subject: RFP 24-174, North Ridge Trail Professional Engineering Services

The Selection Committee will meet and interview the firms short-listed on Tuesday, April 16, 2024 at the following times:

AECOM Technical Solutions, Inc.	1:00 p.m.
Kimley-Horn and Associates, Inc.	1:50 p.m.
Kisinger Campo & Associates	2:40 p.m.
Rummel, Klepper & Kohl, LLP	3:30 p.m.

The interviews will be held at the Polk County Administration Building, 330 West Church Street, 4th Floor, Room 417, Bartow. Each firm has forty (40) minutes. The committee requests that only the key personnel who would be assigned to the contract be in attendance to answer questions. We ask that no more than five (5) members of your team be present.

Proposers that have been elevated for interviews will have twenty (20) minutes to present an overview of their firm, which will allow for twenty (20) minutes for questions from the Selection Committee. Critical team members of each firm are allowed to participate in the interviews. Proposers should ensure that, at a minimum, the Project Manager listed in their proposal is present at these interviews as well as up to four (4) other team members. Elevated Proposers shall provide a brief overview of their firm focusing on their qualifications, approach to the project, and the ability to furnish the required services.

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 and the ranking of firms and recommendation of award will occur in the sunshine.

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

Please confirm by return email that your firm will be present at the scheduled time noted above.

Regards,

Michael Guerrero
Sr. Procurement Analyst