

**RFP 24-642, Architectural and Engineering Services for the Polk County  
Agricultural Center Complex**

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

**January 28, 2025**

**Selection Committee Members:**

Keith Tate, Facilities Management (*Absent*)  
Bill Braswell, County Commissioner  
John Bohde, County Manager's Office  
Mike Callender, Parks & Natural Resources  
Rich Bradford, Equal Opportunity

Staff: Tabatha Shirah, Procurement Analyst  
Michele Sims, Procurement Operations Manager  
Noah Milov, County Attorney's Office

The committee convened at 9:00 a.m. All committee members were present except Keith Tate, who will receive his packet and proposals at a later scheduled time, on January 29, 2025. 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. Mike Callender gave an overview of the scope of services required.

Meeting was adjourned at approximately 9:30 a.m.

The next meeting will be held Wednesday, February 19, 2025 @ 1:00– 4:00 p.m. at the Polk County Administration Building, 330 West Church St., Room 413, 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.

Respectfully submitted,

Tabatha Shirah  
Chairperson / Procurement Analyst