

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

**January 28, 2025 @ 9:00 – 10:00 a.m. at the Polk County Administration Building
in Conference Room 407** – Procurement will distribute the Proposals and evaluation
criteria to the Selection Committee.

**February 19, 2025 @ 9:00 – 11:00 a.m. at the Polk County Administration Building
in Conference Room 413** – Selection Committee meeting to score and elevate
Proposers. At this meeting the Selection Committee will decide if they would like to
interview Proposer(s) or if they would like to recommend to enter into contract
negotiations with the highest ranked Proposer.

**March 3, 2025 @ 1:00 – 4:00 p.m. at the Polk County Administration Building in
Conference Room 413** – If the Selection Committee decides to interview Proposer(s),
the interviews will be held on this date and time.

Please refer to the RFP Elevation Criteria and Selection Process for further detail.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for
this Request for Proposal are exempt from review for thirty (30) working days after the
Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall
remain exempt from disclosure for a period not to exceed twelve (12) months or at
Recommendation of Award of the subsequent solicitation.

INTERVIEWS:

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.