

RFP 25-377, Architectural and Engineering Services for a Joint-Use Fire Rescue Station

1st Selection Committee Meeting Minutes

May 30, 2025

Selection Committee Members:

Keith Tate, Facilities Management
John Bohde, County Manager's Office
Chief Shawn Smith, Polk County Fire Rescue (*Absent*)
Darrell Johnson, Equal Opportunity
Chief Jay Robinson, City of Bartow Fire Rescue

Staff: Tabatha Shirah, Procurement Analyst
Colin Burke, Jr. Procurement Analyst
Noah Milov, County Attorney's Office

The committee convened at 1:04 p.m. All committee members were present except Chief Shawn Smith, who will receive his packet and proposals at a later scheduled time. 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. Keith Tate gave an overview of the scope of services required.

Meeting was adjourned at approximately 1:30 p.m.

The next meeting will be held Thursday, June 19, 2025 @ 10:00 a.m. – 12:00 p.m. at the Polk County Administration Building, 330 West Church St., Room 407, 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