

**RFP 25-600, Construction Manager at Risk – New Sheriff's Office/Polk County
Joint-Use Warehouse & Facilities Management Administration Building**

1st Selection Committee Meeting Minutes

September 10, 2025

Selection Committee Members:

Keith Tate, Facilities Management
Michael Scott, County Commissioner
Ryan Taylor, County Manager's Office
Darrell Johnson, Supplier Diversity
Andria McDonald, Polk County Sheriff's Office

Staff:

Tabatha Shirah, Procurement Analyst
Michele Sims, Procurement Operations Manager

The committee convened at 8:26 a.m. 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.

Meeting was adjourned at approximately 9:05 a.m.

The next meeting will be held Tuesday, September 30, 2025 @ 1:00 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