



**1st Advisory Committee Meeting Minutes  
RFP26-0004 Request for Proposals for  
Design-Build for the Orlando Fire Training Center Master Plan  
March 9, 2026 – Time: 2:00 P.M**

**Committee Meeting Rogers-Kiene Conference Room 1<sup>st</sup> Floor  
Orlando City Hall, 400 S Orange Ave, Orlando, FL**

First Meeting of the Advisory Committee to review and evaluate responsive Proposals submitted in response to RFP26-0004 for Design-Build Services for the Orlando Fire Training Center Master Plan.

**PROPOSAL ADVISORY COMMITTEE MEMBERS PRESENT:**

Corey Knight, Director of Public Works, Public Works (Chair)  
Deborah Girard, Deputy Chief Administrative Officer, Executive Offices-CAO  
Dale Kelch, Capital Improvements Plan Division Manager, Public Works  
Jason Revoldt, Fire Chief, Fire Department  
Michelle TB Robinson, Fire Planning Administrator, Fire Department

**TECHNICAL ADVISORS TO THE PROPOSAL ADVISORY COMMITTEE PRESENT:**

Michael Melzer, Capital Improvement Project Manager II, Public Works  
William Bانشinski, Fire District Chief X, Fire Department  
Jacquelyn Pollock, Fire District Chief, Fire Department  
Corey Philman, Deputy Fire Chief, Fire Department  
Huey Pham, Capital Improvement Project Manager I, Public Works  
William Moricle, Construction Manager – C, Public Works

**OTHER STAFF MEMBERS PRESENT:**

Tracie Brown, Procurement Agent II, Procurement and Contracts Division (Facilitator)  
Brian Ferrier, Procurement Supervisor, Procurement & Contracts Division (Co-Facilitator)

**MEMBERS OF THE OF PUBLIC PRESENT:**

Holly Duke, Charles Perry Partners, Inc.  
Nicole Kleinsteuber, KMF Architects  
Marisa England, AVCON, Inc.  
Stephanie Reardon, Wharton Smith  
Laura Zawadzki, Borrelli + Partners

**FACILITATOR:**

Tracie Brown, Advisory Meeting Facilitator, announced the Date, time and purpose of the meeting and Call Meeting to Order at 2:08 p.m.

- 1) Reminded everyone that the meeting is being recorded.
- 2) Introduced herself and asked all in attendance to introduce themselves.
- 3) She verified all attendees signed the sign-in sheet.

- 4) Advised that the Committee was approved by the CPO, ethics forms were received, and responsive Proposals were distributed to the committee.
  - 5) Advised the Committee that a quorum has been established.
  - 6) Announced the meeting was publicly posted more than 7 days in advance on the official City Public Meeting Calendar posted by the City Clerk's Office.
  - 7) Brian Ferrier, Co-Facilitator, reviewed Robert's Rules of Order, Sunshine Law, City Policy and Procedures, and Public Records Act, as related to the Advisory Committee meeting.
  - 8) Brian Ferrier, Co-Facilitator, advised none of the proposals submitted included confidential information and all discussions must be factual and based on information in the Proposals.
- A motion was made by Deborah Girard and seconded by Corey Knight, to accept the Public Input Procedures. There were five (5) members from the public present, and no comments were made. The motion carried unanimously.

The Facilitator indicated that four (4) sealed proposals were submitted in response to the solicitation, and that all four (4) firms had been certified as qualified by the Consultants' Qualifications Board on March 2, 2026. Those firms are as follows:

Charles Perry Partners, Inc  
H.J. High Construction  
McCree Design Builders, Inc  
Wharton-Smith, Inc

The Facilitator announced the evaluation criteria pre-determined scores for **Rating Factor C** (Participation of City-certified or recognized VBE firms in the performance of the work), **Rating Factor E** (Proximity of the location of Respondent's office, where the majority of its work will be performed on this project), and **Rating Factor F** (Volume of Previous Work Awarded to Each Respondent by the City). Advised all three scoring factors were computed by the Procurement and Contracts Division in accordance with the solicitation.

At this point, the meeting was turned over to the Chairperson, who conducted discussions with the Committee.

**CHAIRPERSON:**

Corey Knight, Chairperson, lead a discussion with the Committee reviewing the Qualifications Proposals received by all four (4) proposers covering all areas related to the short list scoring criteria in RFP Exhibit

- A motion was made by Jason Revoldt and seconded by Deborah Girard, to begin scoring the responses received for RFP26-0004 Design-Build for the Orlando Fire Training Center Master Plan. There were five members from the public present, and no comments were made. The motion carried unanimously.

**FACILITATOR:**

The Facilitator passes out the Scoring and Ranking Forms to the committee voting members.  
The committee members return the completed form to the Facilitator.  
The short-listing ranking was announced by the Chairperson as follows:

<b>Rank</b>	<b>Proposer</b>
1	Charles Perry Partners, Inc.
2	McCree Design Builders, Inc
3	Wharton-Smith, Inc.
4	H.J. High Construction

- A motion was made by Michelle Robinson and seconded by Jason Revoldt to invite all four (4) firms for presentations. There were members from the public and there were no comments made. The motion carried unanimously.
- A motion was made by Deborah Girard and seconded by Jason Revoldt to allow up to sixty (60) minutes for each presentation and up to thirty (30) minutes for a question-and-answer period, with approximately fifteen (15) minute-breaks in between sessions. There were five members from the public and there were no comments made. The motion carried unanimously.
- A motion was made by Deborah Girard and seconded by Jason Revoldt to conduct reference checks. There were members from the public and there were no comments made. The motion carried unanimously.
- A motion was made by Corey Knight and seconded by Jason Revoldt to not conduct Dun & Bradstreet Reports. There were members from the public and there were no comments made. The motion carried unanimously.

The Facilitator Covered the following to set expectations for the next Committee Meeting:

- a. Presentations:
  - i. Sixty (60) minutes for presentation and thirty (30) minutes for Q&A session
  - ii. The presentation outline was delegated by the Committee to Procurement.
  - iii. Presentation Scheduled for April 23, 2026, starting at 8:30 a.m. until 5:00 p.m.
  - iv. The committee will proceed with the final scoring and ranking.
  - v. Questions for all Presenters were delegated to Michael Melzer.
- b. Reference Checks – the reference form was delegated to Jason Revoldt to give Procurement and Contracts edits to the form and Procurement will conduct references.
- c. Dun and Bradstreet Reports – The Committee decided not to conduct Dun and Bradstreet Reports.
  - A motion was made by Deborah Girard and seconded by Jason Revoldt to adjourn at 3:46 p.m. There were five members of the public present and there were no comments made. The motion carried unanimously.

Submitted by:



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Tracie Brown (Facilitator)  
Procurement Agent II

Reviewed and Accepted by:



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Corey F. Knight (Chair)  
Director of Public Works

Attachments: Sign In Sheets  
Public Input Memo  
Evaluation Forms & Ranking