



**2nd Meeting of the Proposal Advisory Committee
For RFP26-0004 Request for Proposals for
Design-Build for the Orlando Fire Training Center Master Plan
April 21, 2026 – Time: 8:30 A.M**

**Sustainability Conference Room 2nd Floor
Orlando City Hall 400 S Orange Ave, Orlando, FL 32801**

Second Meeting of the Advisory Committee to hear Short-Listed Firm (Finalists) Presentations, followed by question-and-answer periods with Finalists 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 (Virtual)
William Banshinski, Fire District Chief X, Fire Department
Jacquelyn Pollock, Fire District Chief, Fire Department
Steven Ngedly, Fire District Chief X, 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)

FACILITATOR:

Tracie Brown (Facilitator) announced the Date, time and purpose of the meeting and Call Meeting to Order at 8:36 a.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.

PROCUREMENT AND CONTRACTS

Orlando City Hall · 400 South Orange Avenue · Fourth Floor
PO Box 4990 · Orlando, FL 32802-4990
P 407.246.2291 · F 407.246.2869 · orlando.gov/procurement

- 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) She reviewed Roberts Rules of Order, Sunshine Law, City Policy and Procedures, Public Records Act, and Evaluation of Proposals Procedures.
- 8) Advised the committee adopted the public input procedures at the 1st Advisory Committee Meeting March 9, 2026.
- 9) Announce the Short-Listed Proposers presentation schedules.

Time	Company Name	Meeting Room
8:35 – 9:35 am	Charles Perry Partners, Inc.	Sustainability Conference Room
10:20 – 11:20 am	H.J. High Construction	Sustainability Conference Room
12:05 – 1:05 pm	McCree Design Builders, Inc.	Sustainability Conference Room
1:50 – 2:50 pm	Wharton-Smith, Inc.	Sustainability Conference Room

- a. Reminded each Presenter to sign the Sign-In Sheets and provide a copy of the PowerPoint presentation.
- b. Reminded each Presenter that no new or revised information that was not in their Proposals should be brought before the Committee.
- c. Asked each Presenter for the Design Build Fee envelope.
- d. Asked each Presenter to appoint someone on their team to act as a timekeeper.

The Presentations and Questions and Answers proceeded.

At the conclusion of the Presentations and Questions and Answers, the Committee took a break from 3:05 p.m. to 3:35 pm.

PUBLIC MEETING

MEMBERS OF THE PUBLIC PRESENT:

Carlie Emmons, Wharton-Smith, Inc.
 Holly Dukes, Charles Perry Partners, Inc.
 Laura Sawadzki, Borrelli + Partners, Inc.
 Rocco Arcuri, McCree Design Builders, Inc.
 Stewart Neilson, McCree General Contractors and Architects
 Brian Ashby, Kimley-Horn
 James De La Rosa, Wharton-Smith, Inc.
 Jim Kleen, Wharton-Smith, Inc.
 Luke Green, Wharton-Smith, Inc.
 John Weaver, Charles Perry Partners, Inc.
 Jorge Borrelli, Borrelli + Partners, Inc.

- 1) Tracie Brown (Facilitator) called the Public Meeting to order at 3:38 p.m.
- 2) Announced the date, time, and purpose of the meeting for the record.
- 3) There were members from the public present. The Facilitator reviewed the Public Input Procedures and confirmed members of the public did not have any questions. She confirmed all members of the public signed the sign-in sheet.
- 4) The Facilitator asked the Committee if they have reviewed the 1st Committee meeting minutes.

- A motion was made by Jason Revoldt and Seconded by Michelle TB Robinson to accept the 1st Committee Meeting Minutes. There were members from the public present, but no comments were made. The motion carried unanimously.

At this point, the Facilitator turned the meeting over to the Chairman, who conducted discussions with the Committee.

CHAIRPERSON:

Corey Knight, Chairperson, led a discussion with the Committee focusing on the presentations and the evaluation criteria as outlined in the solicitation.

The Chair asked the Committee if they were prepared to complete the final scores and ranking of the Proposals.

A motion was made by Dale Kelch and seconded by Deborah Girard to proceed with the final scoring and ranking of the Proposals. There were members from the public present, but no comments were made. The motion carried unanimously.

The Chairperson turned the meeting back over to the Facilitator.

FACILITATOR:

- 1) The Facilitator explained the scoring and ranking instructions to the Committee.
- 2) She passed out the Scoring and Ranking Forms to the committee voting members and reminds the committee they are to score independently. Advised the committee members to return the completed form to the Facilitator.
- 3) The Facilitator advised that the pre-determined scores for Rating Factors C, E, and F remained unchanged. Rating Factor H was calculated based on the Proposers' Design Build Fee provided in a sealed envelope by each presenter.
- 4) The Committee members individually scored/ranked the proposers according to the criteria for final ranking as outlined in the Request for Proposals.

The committee took a break while the final scores and ranking were completed.

CHAIRPERSON:

The chair called the meeting back to order at 4:21 p.m.

The chair announced the ranking of the Proposers:

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

- A motion was made by Deborah Girard and seconded by Jason Revoldt to accept ranking and evaluation of the proposals and to recommend City Council to authorize the Chief Procurement Officer to negotiate a contract with the top-ranked Proposer, in the ranked order until successful. There were members from the public present, but no comments were made. The motion carried unanimously.

- A motion was made by Dale Kelch and seconded by Jason Revoldt to adjourn the meeting. There were members from the public present, but no comments were made. The motion carried unanimously.

The Chair adjourned the meeting at 4:24 p.m.

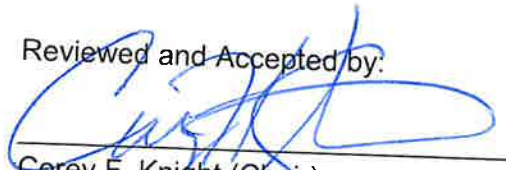
These minutes are considered to be official minutes of RFP26-0004 Advisory Committee meeting held on April 21, 2026, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:

Tracie Brown

Tracie Brown (Facilitator)
Procurement Agent II

Reviewed and Accepted by:


Corey F. Knight (Chair)
Director of Public Works

Attachments: Sign-In Sheets
Final Scoring and Ranking Form
City Public Meeting Calendar posted