

*Project Manager / Owners Representative*



## **Pensacola-Escambia Promotion and Development Commission**

Lewis Bear, Jr., Chairman  
3 W Garden Street, Suite 618  
Pensacola, FL 32502

### **Consulting Services for Project: The Bluffs Phase II**

### **Project Manager / Owners Representative Needed**

All interested engineers or firms should respond no later than **January 26<sup>th</sup>, 2018 by 2:00 PM CST.**

**Please send resumes and cover letters describing your qualifications to Scott Luth, by email only, at [sluth@floridawesteda.com](mailto:sluth@floridawesteda.com)**

### **Scope of Services**

#### **Background and Objectives:**

The Fiscal Year 2017-18 General Appropriations Act, 1913, Chapter 2017-70, LOF, THE BLUFFS, PENSACOLA BRIDGE PROJECT PHASE II, (CSFA 55.042) Laws of Florida, provides the Agency with an appropriation of \$3,100,000.00 from the amount in specific Appropriation, Economic Development Transportation Projects to develop a design criteria package for site connectivity alignment including real property acquisition as well as promotion and public information for the Bluffs Corridor. The Bluffs, Northwest Florida's Industrial Campus, is a newly master-planned, 6,000 plus acre area suited for industrial and manufacturing development. The Bluffs offers tenants a combination of large sites for heavy manufacturing supported by sound infrastructure. Both rail service and shallow draft barge service are available, and the campus is supported by robust public water and sewer, electrical power, natural gas, and telecommunications services. Situated in Escambia County just north of the City of Pensacola, the campus is bordered to the east by the Escambia River and the University of West Florida to the south, with access via existing entrances from the west.

**The proposed project that you will be managing can be found at the link below:**

<https://www.floridawesteda.com/news-media-center>

<https://www.floridawesteda.com/wp-content/uploads/2018/01/web-Project-Manager-2018-1.pdf>

## **Work Scope Deliverables**

### **Deliverable 1: Maintain Communications with PEDC Representative and All Relevant Project Partners**

The Project Manager shall attend all relevant meetings with project partners (engineer, contractor, subcontractors, property owners, et al) to represent PEDC interests in Project FOIL EDTPF (see attached Scope of Work). The Project Manager shall also meet with contractors and subcontractors as necessary and reasonable to ensure that deadlines are being met.

### **Deliverable 2: Review and Approve Invoices & Submittals**

The Project Manager will review and sign off on all invoices and submittals from the Project Foil FDOT funding project to the PEDC. The Project Manager shall not be required to sign and seal any documents as a professional engineer.

### **Deliverable 3: Research & Additional Services**

The Project Manager will aid, where necessary, in the acquisition of data and communications for the development of Project FOIL's EDTPF, as directed by the PEDC.

### **Term**

Unless terminated earlier as provided herein, the term of this contract for consulting services shall last through the project deadline, which is anticipated to be 36 months from contract execution. The Project Manager will also assist, as needed, in extending the project deadline. Any additional or more detailed services, if required, will be authorized by mutual written agreement between the Project Manager and the PEDC or its authorized representative.

## **Deliverables and Schedule**

***Project Manager / Owners Representative***

The activities under this assignment include Deliverables 1, 2, and 3 listed above will be effective for 36 months from contract execution. The services of the Project Manager contemplated herein are expected to require approximately 15 hours per week to complete. In the event the Project Manager determines that

additional time is required, the schedule can be adjusted by mutual written agreement between Project Manager and the PEDC or its authorized representative.

**Compensation**

Compensation will be on an hourly basis and commensurate with experience. The project is estimated to start before or no later than **February 2018**.

**Miscellaneous**

Public Entity Crime: Pursuant to section 287.133(2)(a), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on an agreement to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on an agreement with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a consultant, supplier, subcontractor or consultant under an agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty- six (36) months from the date of being placed on the convicted vendor list.

**Schedule**

Resume and Cover Letters Due	<b>JANUARY 26<sup>th</sup>, 2018</b>
Applicant Review Meeting	<b>ON OR AROUND JANUARY 29<sup>th</sup>, 2018</b>
Evaluations	<b>ON OR AROUND JANUARY 29<sup>th</sup>, 2018</b>
PEDC Board Approval	<b>FEBRUARY 20<sup>th</sup>, 2018</b>

**Note:** Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records associated with this solicitation will not be available until the earlier of PEDC Board Approval of firm or **February 20<sup>th</sup>, 2018**.

**Firms' Evaluation and Selection**

***Project Manager / Owners Representative***  
**Evaluation**

Resumes and cover letters will be evaluated and ranked by a PEDC Review Committee. The PEDC shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

Professional Qualifications	25
Project Experience	25
General Approach to Scope of Work	25
Ability to communicate effectively with PEDC staff	25

**Terms and Conditions of Contract**

By submitting a proposal, Respondent agrees that all or portions of the proposal contents may become part of a contract, if accepted. Any proposal which does not accept this condition will be rejected.

The Pensacola-Escambia Promotion and Development Commission reserves the right to modify the scope of work, negotiate the award, and conditions of the proposal prior to entering into a written agreement.