



PENSACOLA-ESCAMBIA PROMOTION AND
DEVELOPMENT COMMISSION

Pensacola–Escambia Promotion & Development Commission (PEDC)
Request for Qualifications (RFQ)
General Counsel Legal Services

Issue Date: February 10, 2026

Submission Deadline: Close of Business (5:00 p.m. Central Time), February 23, 2026

Questions Deadline: Close of Business (5:00 p.m. Central Time), February 16, 2026

Delivery Location: 3 West Garden Street, Suite 618, Pensacola, FL 32502

Submission Label: SEALED RESPONSE – RFQ General Counsel

1. Introduction

The Pensacola–Escambia Promotion & Development Commission (“PEDC” or “Commission”), a political subdivision of the State of Florida, is soliciting Qualifications from qualified law firms to serve as General Counsel. The PEDC Board of Commissioners (“Board”) will select a firm through this RFQ process. The Commission’s Chief Executive Officer, Chris Platé will provide administrative support to the Board throughout the solicitation and selection process.

2. Distribution, Questions, and Contact

All RFQ documents and any addenda will be distributed by the Pensacola–Escambia Promotion & Development Commission (PEDC), including via its website when applicable. Questions or requests for clarification regarding this RFQ must be submitted in writing and received no later than the Questions Deadline.

Staff Contact / Sole Point of Contact:

Chris Platé, Chief Executive Officer

Email: cplate@floridawesteda.com

Phone: 850.898.2201

Copy:

Tabitha Lee

Email: tlee@floridawesteda.com

Phone: 850.898.2201 ext. 102

3. Communication Prohibition

From the issuance of this RFQ until final Board action, respondents shall not contact or communicate, in any manner, with any PEDC Board member, committee member, or other Commission representative regarding this RFQ other than the Staff Contact identified above, except during properly noticed public meetings. Any violation of this provision may result in disqualification.



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4. Minimum Qualifications

Respondents must be law firms licensed to practice law in the State of Florida and in good standing with The Florida Bar. The attorney designated as General Counsel must have at least five (5) consecutive years of active legal practice, including a minimum of two (2) years representing governmental bodies, special districts, nonprofits or similar public entities. Respondents must not be prohibited from submitting a response due to a conviction of a public entity crime and must comply with the Rules Regulating The Florida Bar.

5. Scope of Services (Summary)

The selected firm will provide comprehensive legal services to the Commission, which may include, but are not limited to: legal advice regarding governance and compliance; Florida Sunshine Law, public records, and ethics; attendance at regular and special Board meetings and committee meetings; contract review and negotiation; policy and governing document development; real estate and lease matters; litigation support; and training or briefings for Board members, as requested.

6. Response Requirements

Responses must be concise and include: (1) a signed cover letter; (2) firm profile and relevant experience; (3) identification and resume of the designated General Counsel; (4) summary of governmental or public-entity experience; and (5) proposed fee structure. Submit one (1) original and four (5) copies in a sealed package received by the Submission Deadline.

7. Public Records

The Commission is subject to Chapter 119, Florida Statutes. All responses submitted to the Commission in connection with this RFQ are public records unless exempt under Florida law.

8. Reservation of Rights

The PEDC reserves the right to reject any or all responses, to waive informalities, to negotiate final scope, fees, and contract terms with the selected firm, and to cancel this solicitation when such action is in the best interest of the Commission.