



3 West Garden Street, Suite 618 | Pensacola, Florida 32502 | 850.898.2201 | [www.floridawesteda.com](http://www.floridawesteda.com)

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **General Counsel Legal Services**

Issue Date: March 4, 2026

Submission Deadline: 5:00 p.m. CT, April 3, 2026

Questions Deadline: 5:00 p.m. CT, March 27, 2026

#### **1. Introduction**

FloridaWest Economic Development Alliance (“FloridaWest”) is a Florida nonprofit corporation advancing economic development in Escambia County, Florida. FloridaWest seeks qualifications from qualified law firms to serve as General Counsel. The selected firm will serve as an independent contractor providing comprehensive legal services to the Board of Directors and executive staff.

#### **2. Sole Point of Contact & Communication**

All questions must be submitted in writing no later than the Questions Deadline.

Chris Platé, Chief Executive Officer

Email: [cplate@floridawesteda.com](mailto:cplate@floridawesteda.com) | Phone: 850.898.2201

Copy:

Tabitha Lee

Email: [tle@floridawesteda.com](mailto:tle@floridawesteda.com)

Phone: 850.898.2201 ext. 102

From issuance of this RFQ until final Board action, respondents shall not contact any Board member or FloridaWest representative regarding this solicitation except through the Sole Point of Contact or during properly noticed public meetings. Violation may result in disqualification.

#### **3. Minimum Qualifications**

Respondents must be licensed to practice law in Florida and in good standing with The Florida Bar. The designated General Counsel must have at least five (5) consecutive years of active legal practice, including experience representing nonprofit organizations, governmental entities, special districts, or similar public-interest bodies. Respondents must not be prohibited from submitting due to a conviction of a public entity crime and must comply with the Rules Regulating The Florida Bar.

#### **4. Scope of Services**

Services shall include, but are not limited to:

- Governance and compliance advice under Florida nonprofit corporation law;
- Review and interpretation of Articles of Incorporation, Bylaws, and policies;
- Attendance at Board and committee meetings (approximately 4–10 annually);
- Contract drafting, review, negotiation, and project support;
- Real estate matters, including leases, easements, and development agreements;
- Litigation oversight and coordination with outside counsel when authorized;
- Written legal opinions suitable for Board agenda materials;
- Telephonic consultation with the CEO and Board officers;
- Board training and policy development support.

#### **5. Response Requirements**

Responses must be concise and include:

- Signed cover letter certifying qualifications;
- Resume of designated General Counsel;
- Summary of firm experience with nonprofit or public-sector clients;
- Disclosure of conflicts of interest and disciplinary history (past five years);
- Proposed fee structure (hourly rates and/or retainer);
- Proof of required insurance coverage.

Submit one (1) original and four (18) copies in a sealed envelope labeled 'SEALED RESPONSE – RFQ General Counsel Services' to:

FloridaWest Economic Development Alliance  
3 West Garden Street, Suite 618  
Pensacola, Florida 32502

#### **6. Evaluation & Contract**

Responses will be evaluated based on qualifications, relevant experience, ability to provide timely and reliable support, fee structure, absence of conflicts, and overall understanding of FloridaWest's objectives. Interviews may be conducted.

The contract will be for an initial one (1) year term, renewable upon Board approval. FloridaWest reserves the right to reject any or all responses, waive informalities, negotiate final scope and fees, or cancel this solicitation in the best interest of the Alliance.

#### **7. Public Records**

FloridaWest is a nonprofit corporation; however, due to public funding relationships, certain records may be subject to disclosure pursuant to applicable Florida law.