



Date: 9/27/2024

Proposal for Contractual Project Manager Services

Project Overview: The Town of Windermere, Florida, is seeking a qualified and experienced Project Manager to oversee and manage several key infrastructure and development projects. These initiatives are vital to enhancing the quality of life for residents and ensuring the town's long-term protection and sustainability.

The selected Project Manager will be responsible for the successful planning, execution, and completion of the following projects:

1. **Stormwater Drainage Improvement Projects:**
 - A. **Old Dirt Main - 9th/10th Ave Drainage improvements**
 - B. **West 2nd Avenue Roadway and Drainage Improvements**
 - C. **Butler Basin Stormwater Improvements**
 - D. **Bessie Basin Stormwater Improvements**
 - E. **4th and Magnolia Drainage Improvements**
2. **Construction of New Restroom Facility at Town Square Park**
3. **Water System Installation Projects**
 - A. **Central Phase**
4. **Construction of Roadway Projects (street calming and resurfacing, etc.)**
 - A. **Windermere Road/Main Street Roundabout**
5. **Construction of Erosion control projects**
 - A. **Lake Down Retaining Wall Improvements - 6th Ave at Lake Down Boat Ramp**
 - B. **5th Ave and Lake Street Retaining Wall Improvements – 5th Avenue and Lake Street**
6. **Construction of a Pedestrian Overpass Bridge and Multimodal Paths**
7. **Rehabilitation of Historic Town Hall**

Scope of Work: The Project Manager will be contracted to provide professional project management services for the above-listed projects as well as additional projects as they come up.

The scope of work includes, but is not limited to:

1. **Project Planning and Coordination:**
 - Develop detailed project plans, including schedules, budgets, resource allocation, and risk management strategies.

- Coordinate with town officials, contractors, engineers, and other stakeholders to ensure projects align with the town's goals and comply with regulatory requirements.

2. Project Execution and Monitoring:

- Manage the day-to-day operations of each project, ensuring tasks are completed on time, within scope, and within budget.
- Conduct regular site visits to monitor progress, address issues, and ensure adherence to quality standards.

3. Stakeholder Communication:

- Serve as the primary liaison between the town staff and project stakeholders on happenings on the field.

4. Quality Assurance and Risk Management:

- Provide quality assurance reviews of field workmanship standards.
- Identify and mitigate potential risks that could impact project delivery.

Contractual Terms: The Town of Windermere is seeking proposals that outline the hourly rate for the Project Manager's services, with the expectation of up to 30 hours of work per week. The contract will be structured as follows:

- **Contract Duration:** Ongoing- based upon each issues\ld IPO.
- **Hourly Rate:** [To be proposed by the applicant]
- **Maximum Weekly Hours:** 30 hours
- **Payment Terms:** Invoices received before noon on Tuesday of each week will be paid out on Friday. At times, holidays may impact this schedule.
- **Termination Clause:** The contract may be terminated by either party with 30 days' notice.
- **Work will be issued using an Individual Project Order (IPO):** Each Individual Project Order (IPO) identifies the scope, schedule, and fee for project management services for small or short-term projects. The IPO will identify the specific project, provide a paragraph on the scope of services, provide a schedule of the work, and a method of compensation noting numbers of hours, hourly rate and total amount to perform the service, with a maximum project cost that includes services and expenses.

Proposal Submission Requirements: Interested candidates or firms are invited to submit a proposal that includes the following:

1. **Resume/CV or Company Profile:** Demonstrating relevant experience in managing similar projects.
2. **Proposed Hourly Rate:** For up to 30 hours of work per week.
3. **Project Examples:** At least three examples of past projects.
4. **Availability:** Confirmation of availability to work up to 30 hours per week for the duration of each IPO/Project.

Submission Deadline: Proposals must be submitted by October 14, 2024 to Assistant Town Manager/Public Works Director Tonya Elliott Moore at tmoore@town.windermere.fl.us

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Proposed hourly rate.
- Past projects

Contact Information: For any questions or further information, please contact [Assistant Town Manger/Public Works Director Tonya Elliott Moore at tmoore@town.windermere.fl.us

We look forward to reviewing your proposal and potentially working together to successfully deliver these important projects for the Town of Windermere.