

RESOLUTION NO. 26-023

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE SCOPE OF WORK TO BE PERFORMED BY STANTEC CONSULTING SERVICES INC. FOR A COMPREHENSIVE WATER QUALITY ASSESSMENT, MITIGATION STRATEGY, AND LONG-TERM MONITORING PROGRAM; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS CONSISTENT THEREWITH; PROVIDING FOR IMPLEMENTATION CONSISTENT WITH CHAPTER 80 OF THE CODE OF ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Key West has adopted water quality protection, monitoring, and enforcement requirements codified in Chapter 80 of the Code of Ordinances, and has established a Water Quality Improvement Plan to address identified water quality concerns; and

WHEREAS, the City has identified multiple Geographic Areas of Concern (GOCs) requiring coordinated data review, pollutant source identification, mitigation planning, and long-term monitoring to protect public health, environmental resources, and regulatory compliance; and

WHEREAS, the City has engaged Stantec Consulting Services Inc. ("Stantec") to provide professional environmental and engineering services related to water quality assessment and monitoring; and

WHEREAS, Stantec has submitted a detailed Scope of Work to support the City in resuming harbor monitoring, reviewing and validating existing water quality data, identifying pollutants and mitigation actions, designing comprehensive water quality and beach

monitoring programs, increasing public access to beach water quality information, and coordinating with applicable regulatory agencies including the EPA, FDEP, and FDOH and ; and

WHEREAS, the Scope of Work includes, among other things:

- Resumption of Key West Harbor water quality monitoring ~~using methodologies consistent with historical datasets~~ and use methodologies consistent with EPA and FDEP standard operating procedures including Quality Assurances / Quality Control best practices as a required by the EPS and FDEP;
- Comprehensive review and quality assurance of existing water quality data across all GOCs;
- Identification of pollutants of concern, likely sources, trends, and regulatory exceedances;
- Development of technically feasible and cost-conscious mitigation strategies;
- Design of multiple water quality monitoring program scenarios, including baseline, intermediate, and advanced monitoring options;
- Expanded beach water quality monitoring, data analysis, and public communication tools; and
- Regular presentations to the City Commission and dissemination of final reports to FDEP; and

WHEREAS, the City Commission desires to formally approve the Scope of Work to ensure alignment with City policy, Chapter 80

enforcement objectives, funding authorizations, and regulatory coordination; and

WHEREAS, approval of the Scope of Work will allow the City Manager to proceed with implementation, subject to applicable budgetary limits and any additional approvals required for funding adjustments;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: The Scope of Work to be performed by Stantec Consulting Services Inc. for a comprehensive water quality assessment, mitigation strategy, and long-term monitoring program, attached hereto as Exhibit "A" and incorporated by reference, is hereby approved.

Section 2: The City Manager, or designee, is hereby authorized to execute and implement any agreements, task orders, or related documents consistent with the approved Scope of Work, subject to compliance with applicable procurement requirements and budgetary approvals.

Section 3: Implementation of the Scope of Work shall be conducted in accordance with Chapter 80 of the City of Key West Code of Ordinances and all applicable federal, state, and local laws and regulations, including those of the EPA, FDEP, and FDOH, and use methodologies consistent with EPA and FDEP standard operating procedures including Quality Assurances /Quality Control

best practices as required by the EPA and FDEP.

Section 4: Nothing herein shall be construed to authorize expenditures in excess of amounts previously approved by the City Commission. Any required funding adjustments shall be brought forward for appropriate approval.

Section 5: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officers and Clerk of the Commission.

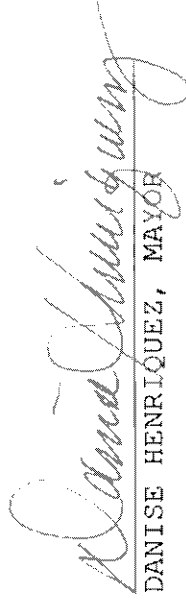
Passed and adopted by the City Commission at a meeting held this 6th day of January, 2026.

Authenticated by the Presiding Officer and Clerk of the Commission on the 6th day of January, 2026.

Filed with the Clerk on January 6, 2026.

Mayor Danise Henriquez	<u>Yes</u>
Vice Mayor Donald "Donie" Lee	<u>Yes</u>
Commissioner Lisette Carey	<u>Yes</u>
Commissioner Aaron Castillo	<u>Yes</u>
Commissioner Monica Haskell	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Greg Veliz	<u>Yes</u>

ATTEST:


DANISE HENRIQUEZ, MAYOR



KERI O'BRIEN, CITY CLERK

EXHIBIT A

STANTEC SCOPE OF WORK FOR WATER QUALITY MONITORING

Task 0 – Resume Key West Harbor Monitoring

The CONSULTANT shall evaluate and identify the minimum level of technology necessary to re-establish water quality monitoring in Key West Harbor. The proposed monitoring approach shall, ~~to the extent practicable, mirror prior data collection methodologies to ensure consistency and comparability of results—use methodologies consistent with EPA and FDEP standard operating procedure including Quality Assurances / Quality Control best practices as required by~~ h EPA and FDEP.

The City anticipates that this effort may be funded through a combination of funds currently allocated under Task No. 4, in an amount not to exceed \$43,355, and funds identified within the optional additional bi-weekly sampling component, in an amount not to exceed \$5,720. Based on the estimated costs associated with the recommended monitoring technology and related services, and if additional funding is required, the City shall determine and obtain the appropriate level of approval—whether at the City Manager or City Commission level, as applicable—prior to implementation.

Deliverables – Task 0

- One (1) Draft Harbor Plan with Budget
- One (1) Final Harbor Plan with Budget
- Once Plan and Budget approved, Quarterly summaries of monitoring results with data attached.

Task 1 – Review of Existing Data Across All GOCs and Identification of Opportunities

1.1 Project Initiation and Coordination

The CONSULTANT shall conduct a virtual kickoff meeting with City staff and the City’s Water Quality Improvement Plan members and technical experts to:

- Confirm project goals, objectives, and performance expectations;
- Review roles, responsibilities, and communication protocols;
- Identify and assemble all relevant data sources; and
- Finalize a project schedule including progress meetings, milestones, submittal deadlines, and deliverables.

1.2 Comprehensive Data Collection and Quality Assurance

The CONSULTANT shall compile, review, and validate all relevant water quality data, including but not limited to:

- City-collected data
- Florida Department of Environmental Protection (FDEP)
- Florida Department of Health (FDOH)
- College of the Florida Keys (CFK)
- Previous consultant reports and studies

- Stormwater and infrastructure-related data

Datasets shall be evaluated using scientifically accepted QA/QC procedures to ensure completeness, accuracy, and regulatory integrity. Any data gaps, inconsistencies, or reliability concerns shall be documented.

1.3 Pollutant Identification by Geographic Area of Concern

Using validated datasets, the CONSULTANT shall identify pollutants of concern within each GOC, including but not limited to nutrients, bacteria, metals, hydrocarbons, turbidity, and other parameters of relevance. The analysis shall identify:

- Primary pollutant drivers
- Likely pollution sources
- Spatial and seasonal trends
- Exceedances of water quality standards established by state, regional and/or federal agencies
- Violations of Section 80-2
- Any GOC-specific anomalies requiring further investigation

1.4 Public-Friendly Data Summaries

The CONSULTANT shall prepare simplified, public-friendly summaries of complex water quality data, including but not limited to:

- Pollutants presenting the highest concern
- Geographic concentration of pollutants
- Impacts to recreational safety and environmental health

1.5 Identification of Water Quality Design Opportunities

Based on pollutant trends and GOC-specific findings, the CONSULTANT shall identify targeted improvement opportunities, which may include:

- Green infrastructure (bioswales, rain gardens, etc.)
- Stormwater retrofits and BMP enhancements
- Enhanced beach monitoring options
- Cruise ship discharge compliance strategies
- Turbidity and sediment control measures
- Structural and non-structural BMPs
- Other pollutant source control options

Recommendations shall be technically feasible, cost-conscious, and tailored to the unique conditions of each GOC.

Deliverables – Task 1

- One (1) Draft Technical Report
- One (1) Final Technical Report
- Presentation to City Commission
- Dissemination of Final Technical Report to FDEP
- Consolidated water quality dataset used in the analysis

Task 2 – Identification of Pollutant Mitigation Actions

2.1 Identification of Feasible Mitigation Strategies

Using conclusions from Task 1, the CONSULTANT shall compile a list of actionable mitigation measures appropriate for each pollutant of concern. Examples include:

- Infrastructure improvements
- Regulatory or policy-based measures
- Community-based initiatives
- BMP implementation or expansion

The CONSULTANT shall estimate the likely effectiveness of each measure, noting price, effort, timelines, etc.

2.2 Action Profiles and Implementation Considerations

For each recommended action, the CONSULTANT shall provide:

- Scope of work and technical requirements
- Expected timeline for implementation
- Resource requirements
- Any permitting or regulatory considerations

2.3 Cost Estimates

The CONSULTANT shall develop high-level cost estimates for each mitigation action, including:

- Initial implementation costs
- Long-term O&M and monitoring needs

2.4 Presentation to City Commission

The CONSULTANT shall present all recommended mitigation strategies for Commission feedback and prioritization.

Deliverables – Task 2

- One (1) Draft Technical Report summarizing mitigation strategies
- One (1) Final Technical Report
- Presentation to City Commission
- Dissemination of Final Technical Report to FDEP

Task 3 – Design of Water Quality Monitoring Programs

The CONSULTANT shall develop a comprehensive Water Quality Monitoring Program to establish priority baseline pollutant levels and track improvements over time, consistent with EPA, FDEP, and City Code Chapter 80.

3.1 Pollutant Prioritization and Monitoring Parameter Selection

The CONSULTANT shall evaluate pollutants listed in Chapter 80 and recommend practical

monitoring parameters for nutrients, bacteria, hydrocarbons, turbidity, and select metals.

3.2 Turbidity Monitoring

The CONSULTANT shall recommend NTU-based turbidity testing approaches tied to background conditions and pollutant trend interpretation.

3.3 Expanded Beach Monitoring Framework

Recommendations shall include:

- Increased sampling frequencies
- New monitoring locations
- Options for microbial source tracking (MST)

3.4 Cruise Ship Discharge Monitoring

The CONSULTANT shall design monitoring strategies for Key West Harbor and Outer Harbor to identify prohibited discharges, specifying pollutants and appropriate methodologies.

3.5 Monitoring Scenarios

The CONSULTANT shall develop multiple monitoring scenarios:

- Baseline essential monitoring
- Intermediate options
- Advanced/continuous monitoring

Each scenario shall include detailed line-item cost estimates for equipment, analyses, staff time, and QA/QC.

3.6 Presentation to City Commission

The CONSULTANT shall present the Water Quality Monitoring Plan to Commission.

Deliverables – Task 3

- One (1) Draft Water Quality Monitoring Plan
- One (1) Final Water Quality Monitoring Plan
- Presentation to City Commission
- Dissemination of Final Technical Report to FDEP

Task 4 – Increased Availability of Recent Beach Reports

The CONSULTANT shall supplement FDOH beach sampling by doubling weekly sampling frequency at the four public beaches, following all FDOH protocols.

4.1 Coordination with FDOH

The CONSULTANT shall obtain and review:

- Sampling methods
- Locations
- Collection times/tide conditions
- Container and preservative requirements
- Chain-of-custody procedures

4.2 Collection & Laboratory Processing

The CONSULTANT shall collect 104 samples over a 12-month period and coordinate with a NELAC-certified laboratory for analysis.

Optional Add-On

Bi-weekly sampling of Rest Beach and Dog Beach.

Deliverables – Task 4

- Bi-weekly laboratory reports on sampling results

Task 5 – Increase Community Knowledge of Beach Data and Trends

The CONSULTANT shall analyze beach water quality trends and support the City in communicating findings to the public.

5.1 Trend Analysis

- Spatial analysis of high-risk beaches
- Seasonal trend assessment
- Statistical QA/QC validation
- Visual summaries (charts, maps, tables)

5.2 Public Communication Tools

The CONSULTANT shall develop:

- Clear explanations of FDOH categories (Good/Moderate/Poor)
- Seasonal context messages
- Infographics, signage, and visual tools
- Messaging aligned with FDOH guidance

Deliverables – Task 5

- One (1) Draft Technical Report on beach water quality trends
- One (1) Final Technical Report
- Dataset of compiled beach water quality data

Task 6 – Assist with the Design of a New Beach Water Quality Monitoring Plan

The CONSULTANT shall design a robust beach monitoring program.

6.1 Stakeholder Engagement

- Review existing goals and constraints
- Identify shared data needs
- Discuss monitoring parameters, frequency, and methods
- Collect local input on logistics and priorities

6.2 Refinement of Monitoring Plan

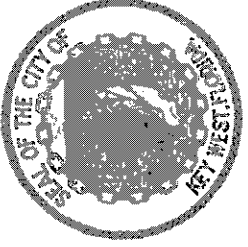
- Based on stakeholder feedback, the CONSULTANT shall refine the draft plan, including:
- Adjustments to sampling sites
- Pollutant prioritization
- Seasonal adjustments
- Alignment with City initiatives

6.3 Presentation to City Commission

The CONSULTANT shall present the water quality trends, public communication tools and new Beach Water Quality Plan to Commission.

Deliverables – Task 6

- One (1) Draft Beach Monitoring Program Report
- One (1) Final Beach Monitoring Program Report
- Presentation covering Tasks 5 and 6 to City Commission
- Dissemination of Final Technical Report to FDEP



MEMORANDUM

Date: January 6, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi, Finance Director

From: Kendal Lyn Harden, Chief Assistant City Attorney and Lucas Torres-Bull
Procurement Manager

Subject: Approval of Scope of Work for Stantec Consulting Services Inc. – Water Quality Monitoring Program (File ID: 26-4192)

Introduction

Approve the resolution approving the Scope of Work and associated tasks to be performed by Stantec Consulting Services Inc. in support of the City's comprehensive water quality monitoring program.

Background

On October 9, 2025, the City Commission adopted Resolution No. 25-299, which awarded the Request for Proposals for water quality professional services to Stantec Consulting Services Inc. and authorized the City Manager to negotiate and enter into a contract on behalf of the City. Pursuant to that authorization, the City Manager has negotiated a professional services agreement with Stantec.

The purpose of this agenda item is not to award the contract, but to obtain City Commission approval of the Scope of Work and specific tasks to be performed under the contract as part of the

City's Water Quality Monitoring Program. Approval of the Scope of Work provides Commission oversight and establishes a clear framework for the work, deliverables, and coordination efforts to be implemented consistent with Chapter 80 of the City Code and the City's Water Quality Improvement Plan.

The proposed Scope of Work establishes a comprehensive and phased approach to water quality monitoring and improvement and includes the following major components:

- Resumption of water quality monitoring in Key West Harbor using methodologies consistent with prior data collection efforts;
- Review, validation, and analysis of existing water quality data across all identified Geographic Areas of Concern (GOCs);
- Identification of pollutants of concern, sources, trends, and regulatory exceedances;
- Development of feasible and cost-conscious pollutant mitigation strategies;
- Design of comprehensive water quality and beach monitoring programs, including multiple monitoring scenarios; and
- Analysis of beach water quality trends and development of public-facing communication tools.

The Scope of Work provides for coordination with applicable regulatory agencies, including the U.S. Environmental Protection Agency, Florida Department of Environmental Protection, and Florida Department of Health, as well as periodic presentations to the City Commission.

Approval of this item formalizes the tasks and deliverables to be performed under the contract.

Procurement

Approval of the Scope of Work does not authorize expenditures beyond amounts previously approved by the City Commission. Implementation of individual tasks will occur within existing budgetary authority, and any additional funding requirements will be brought forward for Commission consideration as appropriate.

Recommendation

Approval of the proposed scope of work will provide clarity and accountability for the work to be performed by Stantec under the previously authorized contract and ensure alignment with Chapter 80 of the City Code, regulatory requirements, and City Commission priorities.