

CITY OF KEY WEST

RFP Evaluation Meeting Sign-In Sheet

Solicitation No.: RFP No. 26-009



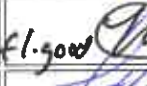

Solicitation Title: Monitoring of Debris Removal and Related Services

Meeting Purpose: Evaluation Committee Meeting

Date: 5/20/2026

Time: 1:30 PM

Location: 1300 White Street, Key West, FL 33040

No.	Printed Name	Title / Department / Company	Email Address	Signature
1	Greg BARROSO	Eng Manager City of Key West	gbarroso@city of Key West - FL.GOV	
2	Lucas Farrar	city of Key West	Lucas.farrar@city of Key West	
3	Michael Anderson	EM City of Key West	michael.anderson @cityofkeywest-fl.gov	
4	TODD C. STOUGHTON	cmo -	tstoughton@ cityofkeywest-fl.gov	
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RFP 26-009 MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES

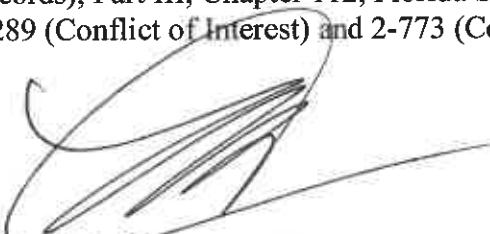
MICHAEL ANDERSON'S OVERALL RANKING

<u>RANK</u>	<u>PROPOSER'S</u>	<u>OVERALL SCORE</u>
<i>1</i>	Tetra Tech, Inc.	<i>90</i>

To the best of my ability with no conflict of interest with any proposer the ranking of all proposals was conducted fairly, objectively, and independently based solely on the criteria established in the RFP documents, including:

- o Qualifications and Experience
- o General Operations Plan
- o Financial Stability
- o Past Performance
- o Cost

I acknowledge my responsibility to comply with all applicable procurement regulations, ethics requirements, and City policies governing competitive solicitations. Including, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).



Michael Anderson KWFD Training Lt.

RFP 26-009 Monitoring of Debris Removal & Related Services **Ranking**

GREG BARROSO'S OVERALL RANKING

RANK	PROPOSER'S	OVERALL SCORE
1	Tetra Tech, Inc.	93

To the best of my ability with no conflict of interest with any proposer the ranking of all proposals was conducted fairly, objectively, and independently based solely on the criteria established in the RFP documents, including:

- o Hourly Rates
- o Qualifications and Experience
- o Technical Approach / Operations Plan
- o Financial Stability

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Greg Barroso Emergency Manager / KWFD Div. Chief

RFP 26-009 – Monitoring of Debris Removal and Related Services

Proposal Evaluation Summary and Reviewer Scoring

The following evaluation summary was prepared based on review of the submitted proposal, the RFP requirements, the scoring evaluation matrix, responsiveness to required forms and submittal elements, FEMA Public Assistance and FHWA reimbursement familiarity, technical approach, operational capacity, financial stability, cost, and overall proposal quality. Only one proposal was received. Scores are intended to reflect the demonstrated ability of the proposer to perform debris removal monitoring, documentation, quality control, contractor invoice reconciliation, and reimbursement support for the City of Key West under constrained island logistics and federal reimbursement requirements.

Proposer	Hourly Rates	Qualifications and Experience	Technical Approach/Operations Plan	Financial Stability	Total
Tetra Tech, Inc.	30	28	19	20	97

Tetra Tech, Inc. - Total Score: 97

Sole proposal received and top ranked by default. Tetra Tech submitted a comprehensive and generally responsive proposal demonstrating extensive national and Florida debris monitoring experience, significant FEMA Public Assistance and FHWA reimbursement familiarity, and a mature technology supported monitoring platform. The proposal identifies substantial disaster debris monitoring experience across Florida, including major hurricane activations, large volume debris operations, waterway and beach related debris work, hazardous tree and limb monitoring, private property/right-of-entry support, invoice reconciliation, closeout, and audit support.

The proposal is especially strong in FEMA compliant documentation, audit readiness, electronic load ticketing, RecoveryTrac ADMS implementation, truck certification, QA/QC, mapping, daily reporting, contractor invoice reconciliation, and support for appeals or closeout. Tetra Tech also demonstrated the ability to scale staffing for large disasters and identified a proposed project team with disaster recovery, field operations, data management, GIS, and FEMA reimbursement experience.

A minor deduction was applied under Qualifications and Experience because the RFP specifically considers capacity to respond with few existing pre-event contracts within 200 miles of Key West, and Tetra Tech identified multiple standby/pre-event contracts within that radius. The proposal mitigates this concern by explaining that these are primarily standby agreements, by citing a large national surge staffing pool, and by committing a dedicated operations leadership team for Key West that does not duplicate activated contracts within the 200-mile radius. **This should still be confirmed during negotiation or pre-award clarification.**

A minor deduction was also applied under Technical Approach/Operations Plan. The technical approach is strong and responsive, but certain Key West specific operational items should be clarified before award or activation, including final staffing assumptions for island logistics, monitor-to-equipment ratios for specialized operations such as seaweed or marine debris, lodging and transportation logistics during disaster conditions, and any costs or limitations associated with ADMS, special marine costs, or public information support.

Scoring Rationale

Category	Score	Rationale
Hourly Rates	30 / 30	Only one proposal was received; therefore, under the RFP formula, Tetra Tech receives the full available cost points. This does not replace the City's required price/cost reasonableness review, particularly because FEMA funded procurements require cost or price analysis and the City should confirm that all ordinary expenses are included in the hourly rates.

Qualifications and Experience	28 / 30	Very strong qualifications, Florida hurricane experience, FEMA/FHWA familiarity, and large-scale monitoring references. Deduction reflects the number of pre-event contracts identified within 200 miles of Key West, which should be reviewed against staffing priority and activation capacity.
Technical Approach/Operations Plan	19 / 20	Comprehensive approach covering mobilization, field monitoring, truck certification, QA/QC, ADMS, mapping, reporting, invoice reconciliation, closeout, public information support, PPDR/ROE, waterways, beaches, seaweed, and vessel/vehicle debris. Minor deduction reflects items best clarified during negotiation or pre-event planning.
Financial Stability	20 / 20	Strong financial capacity based on long operating history, scale of operations, and inclusion of a current financial statement. Financial documentation should still be reviewed by Finance/Procurement to confirm sufficiency for the City file.

Overall Ranking

Rank	Proposer	Score
1	Tetra Tech, Inc.	97

Recommendation / Pre-Award Clarifications

- Tetra Tech appears responsive and highly qualified for award consideration, subject to normal Procurement, Legal, and Finance review.
- Because this was a single proposal procurement, the City should document price reasonableness and complete any required cost/price analysis before award.
- Confirm whether the fee schedule includes all ordinary expenses, including travel, lodging, meals, transportation, per diem, ADMS, training, data management, and reporting, except for any special costs expressly permitted by the RFP.
- Confirm capacity and priority of response given the multiple standby/pre-event contracts identified within 200 miles of Key West.
- Review the draft agreement and any proposed contract language for consistency with the City's RFP, FEMA contract provisions, insurance, indemnification, public records, audit rights, and termination requirements.

Adel L. [Signature]
5-20-26



Request for Proposal

Monitoring of Debris Removal and Related Services

RFP 26-009

Ethics, Sunshine Law, and Conflict of Interest

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I. Generally

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1. I understand that, during the solicitation, a vendor may contact only the Procurement Manager in writing or as provided in the solicitation documents and City Code 2-773. If a vendor contacts me about this solicitation, I will advise the vendor to contact the Procurement Manager (sole point of contact), and I will promptly notify the Procurement Manager and the City Clerk of the Communication and memorialize it in writing.
2. I will not correspond (verbally, electronically, or in writing) with a vendor concerning a competitive solicitation outside the permitted channel. I will not discuss this solicitation

with other evaluators outside of a properly noticed public meeting. All discussions, deliberations, and scoring must take place only during the official meeting.

3. I will not use this public position or disclose nonpublic information learned from my position to gain a benefit for myself or others.
4. I will not, directly or indirectly purchase, rent, or lease any realty, goods, or services for any agency from any business entity in which my spouse, my child, or I is an officer, partner, director, or proprietor, or in which my spouse, my child, or I has a material interest.
5. I will avoid impropriety and the appearance of impropriety with regard to fulfilling my duties related to this solicitation.
6. I will not solicit or accept any gift or anything of value based on an understanding that it would influence a decision or if it could be inferred that the benefit was intended to influence a decision.
7. I understand that bid tampering and other corrupt acts affecting the competitive process are prohibited.
8. I understand that I am also subject to the City of Key West's local conflict-of-interest ordinance 2-289. I will not vote on or participate in this solicitation if I have an actual conflict of interest. If I am the applicant or a representative of the applicant/vendor, I must fully recuse myself and may not be present during deliberations. I will not use my position as an evaluator to solicit or obtain business for personal benefit, and I will not use information not available to the public, gained through this process, for my personal gain or for the benefit of any other person or business.

Summary of Sunshine Law.

I. Generally

- A. Agency records and meetings of boards, commissions, and other governing bodies of state and local government agencies must be accessible to the public.
 1. Chapter 286, Florida Statutes, establishes the basic right of access to most of the above-mentioned records and meetings. A right of access means that the public has a right to attend governmental meetings and review governmental records. Access to public records and meetings is a right granted in the Florida Constitution.

II. Meetings

- A. The Sunshine law apply to evaluators and negotiators in a competitive solicitation.
- B. The entire decision-making process, including deliberations, discussions, scoring, ranking, and workshops, is subject to the Sunshine law —not just official meetings to vote on final decisions or actions.
- C. Whenever two or more members of a governmental body discuss matters on which foreseeable action could be taken by the body, that "meeting" is subject to the Sunshine

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 4. For competitive solicitation, vendor oral presentations and Q&A sessions, negotiation strategy meetings, and negotiation sessions may be conducted in closed session under § 286.0113(2), Florida Statutes. Any such session must be audio-recorded in its entirety, and the recording together with any materials presented will remain confidential until the City posts its notice of intended decision or until 30 days after the opening of proposals or final replies, whichever occurs first, subject to limited statutory extensions.

III. Records

- A. Records produced in the course of a competitive solicitation process are subject to disclosure under the public records laws, unless a statutory exemption applies.
- B. "Public records" include the following: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material (regardless of physical form, characteristics, or means of transmission) made or received pursuant to law or in connection with the transaction of official business by any agency. The only exceptions to production are records identified as confidential or exempt by the Florida Constitution and or state statute.
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 2. The sealed replies received by an agency pursuant to a competitive solicitation.

D. Drafts of documents that are shared with others are considered public records and must be produced upon request. Evaluators should use City systems and preserve notes and score sheets for the official file.

Evaluator Acknowledgement and Conflict of Interest

I, the undersigned, attest to the following:

1. I have read and understand the Summary of Ethical Obligations contained herein.
2. I have read and understand the Summary of Sunshine Law contained herein.
3. I am independent of, and have no conflict of interest of any kind, either directly or indirectly, with any vendor(s) that may be evaluated or selected during this solicitation.
4. My spouse, my children, and I do not have any financial or ownership interests in any vendor(s) that may perform the services being procured in this solicitation, and we do not have any contractual or business relationship, including serving on the board of directors, with any vendor(s) that may perform the services being procured in this solicitation.
5. I have not had any ownership interest, financial interest, contractual or business relationship with any organizations that may perform the services being procured in this solicitation such that would impede the full and faithful discharge of my public duties or that would create a conflict between my private interests and the performance of my duties as a public employee.
6. I will disclose to the Procurement Manager and City Clerk any past contractual or business interest or business relationship my child, spouse, or I have had with any vendor(s) that may be evaluated, selected, or perform the services being procured in this solicitation.
7. If I become aware of any conduct in violation of these provisions related to me or any other person involved in this solicitation, I will immediately notify the Procurement Manager and, if applicable, document any improper contact in writing and provide it to the Procurement Manager and City Clerk.
8. I will not disclose or use any information including any oral, written, or electronic material I may receive or review during this solicitation, except as otherwise required by law.
9. If I am contacted by any vendor(s) about this solicitation I will immediately notify the Procurement Manager

SIGNATURE:

Tood C. Stoughton

SIGNED BY (Print Name):

5-19-2026

DATE:



Request for Proposal

Monitoring of Debris Removal and Related Services

RFP 26-009

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SIGNATURE:

Greg Bannoso EM

SIGNED BY (Print Name):

5/20/2026

DATE:



Request for Proposal

Services for Disaster Response

RFP 26-008

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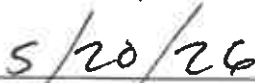
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SIGNATURE:



SIGNED BY (Print Name):

DATE:



Minutes

RFP Evaluation Committee Meeting

RFP 26-009 Monitoring of Debris Removal and Related Services

Location: City Commission Conference Room, 1300 White Street, Key West, Florida 33040

1. Call to Order

The meeting was called to order at [1:30 PM] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Todd Stoughton], Committee Member

[Gregory Barroso], Committee Member

[Michael Anderson], Committee Member

[Lucas Torres-Bull], Procurement Representative (non-voting)

3. Purpose of Meeting

The purpose of the meeting is to evaluate the responses received in response to Request for Proposal (RFP) No. [RFP 26-009], for Monitoring of Debris Removal and Related Services and to rank the firms based on their overall proposals in accordance with the evaluation criteria outlined in the RFP.

4. Overview of Evaluation Criteria

Evaluation Representative reviewed the evaluation process and criteria, which included the following:

Category	Points
1. Hourly Rates: (Lowest Average Hourly Rate/Consultant's Average Hourly Rates) * 30 (Maximum Points) =	30
2. Qualifications and Experience: <ul style="list-style-type: none">• References on recent projects of a minimum 200,000 C.Y. and scope including two projects over 1,000,000 C.Y.• Qualifications of firm and key staff• Diverse project experience including, ROW, C&D debris, marine debris, private property, structure demolition and vessel removal• Capacity to respond to major and catastrophic disasters with few existing pre-event contracts within 200 miles of the City of Key West	30

	<ul style="list-style-type: none"> Description of past (within 5 years) and on-going litigation involving Consultant and; municipality, Subconsultant, etc 	
3.	Technical Approach/Operations Plan: <ul style="list-style-type: none"> Documentation of understanding Scope of work Technical Approach / General Operations Plan Resources, capacity to perform, and Mobilization Plan Ticket quality assurance / quality control program 	20
4.	Financial Stability: <ul style="list-style-type: none"> Years Consultant's Company has been in business Consultant's net worth and working capital Size of project successfully completed in the past 5 years Strength of latest financial statement 	20
Total Points		100

1) Review of Submittals

The committee reviewed and discussed the submittals received from the following proposer:

1. Tetra Tech, Inc

Note: Each firm's submission was evaluated individually

2) Total Scoring and Ranking

Each committee member independently completed a scoring sheet. The individual scores were then compiled, and the firms were ranked in accordance with the results reflected in the Excel Scoring Matrix, which is attached to these minutes as a separate document.

3) Recommendation

Based on the following scoring outcome, the evaluation committee recommendation that the award for RFP 26-009 to Tetra Tech, Inc.

4) Adjournment

There being no further business or discussions, the meeting was adjourned at 1:45 PM.

Minutes prepared by:

Lucas Torres-Bull
Procurement Manager

05/20/2026

Minutes

RFP Evaluation Committee Meeting

RFP 26-009 Monitoring of Debris Removal and Related Services

Location: City Commission Conference Room, 1300 White Street, Key West, Florida 33040

1. Call to Order

The meeting was called to order at [1:30 PM] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Todd Stoughton], Committee Member

[Gregory Barroso], Committee Member

[Michael Anderson], Committee Member

[Lucas Torres-Bull], Procurement Representative (non-voting)

3. Purpose of Meeting

The purpose of the meeting is to evaluate the responses received in response to Request for Proposal (RFP) No. [RFP 26-009], for Monitoring of Debris Removal and Related Services and to rank the firms based on their overall proposals in accordance with the evaluation criteria outlined in the RFP.

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Minutes prepared by:

Lucas Torres-Bull

Procurement Manager

05/20/2026

