

Minutes

RFP Evaluation Committee Meeting

Water Quality Monitoring Program RFP 25-004

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

1. Call to Order

The meeting was called to order at [11:02 am] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Sean McCoy], Committee Member

[Alison Higgins], Committee Member

[Carolyn Sheldon], Committee Member

[Shelly Krueger], Committee Member

[Mill McCleary], Committee Member

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

[Jessica Durocher], Backup Committee Member

3. Purpose of Meeting

The purpose of the meeting was to evaluate the responses received in response to Request for Qualifications (RFQ) No. [RFQ 25-004], for Water Quality Monitoring Program, and to rank the firms based on their overall qualifications in accordance with the evaluation criteria outlined in the RFQ.

4. Overview of Evaluation Criteria

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

Category	Total Pints Possible
Qualifications and Relevant Experience: • Experience in managing water quality and QA/QC data. • Experience and ability to collect environmental samples in accordance with the FDEP Standard operating procedure. • Experience deploying and collecting data.	30

• Experience in conducting surface water sampling. • Experience in maintaining and calibrating field meters that measure dissolved oxygen, Ph, temperature specific conductance, and salinity. • Experience in performing laboratory analysis (either by proposers or subconsultant), including laboratory certifications. Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 4) Number of similar water quality analyses previously performed. • Methods Used.	
References and Quality of Past Performance on Similar Projects	5
Project Approach – Ability to meet Requirements: Proposed Operations Plan, including: • Staffing assignment. • Scheduling. • Plan for unfavorable sampling conditions. • Field data entry, QA, & Correction. Project Management: • Management and communication methods • QA/QC Methods • Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring.	20

• Subconsultant Documentation Failure to submit subconsultant documentation may result in the disqualification of that particular subconsultants qualifications from consideration in the response package • Equipment – availability and suitability of sampling equipment	
Other Information: • Value added option(s) • Familiarity with the City of Key West • Clients in USA, FL, SE SL, and City of Key West • Proposed contract deviations (potential negative points)	5
Cost Effectiveness	30
Project Schedule and Deliverables	5
Litigation	-5 to 0
City Forms	-5 to 0
Total:	100

5) Review of Submittals

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

1. Ecological Associates, Inc
2. Intertek PSI
3. Mote Marine Laboratory, Inc
4. RES Florida Consulting, LLC
5. Stantec Consulting Services, Inc

Note: Each firm's submission was evaluated individually

6) Total Scoring and Ranking

After discussion, each committee member independently completed a scoring sheet. The scores were then compiled, and firms were ranked as follows

	RES Florida Consulting	Mote Marine Laboratory	Stantec Consulting Services	Ecological Associates	Intertek PSI
Evaluator #1	95	90	99	69	68
Evaluator #2	86	97	92	77	51
Evaluator #3	90	91	82	89	68
Evaluator #4	90	85	81	81	68
Evaluator #5	94	86	86	82	45
Total:	455/500 91%	449/500 89.8%	434/500 86.8%	398/500 79.6%	300/500 60%

7) Recommendation

Based on the following scoring outcome, the evaluation committee recommendation that the award for RFP 25-004 to RES Florida Consulting, LLC.

8) Adjournment

There being no further business or discussions, the meeting was adjourned at 11:25 am.

Minutes prepared by:

Lucas Torres-Bull

Procurement Manager

05/12/2025

Request for Proposal (RFP) 25-004 Water Quality Monitoring Program

Date: 5/12/25

Time: 11 a.m.

Name	Title/Position	Email	Signature
Shelly Krueger	Extension Agent	Shelly.Krueger@ufl.edu	
Carolyn Sheldon	Senior Grants Admin	cseldon@cityofkissimmee.org	
Will McCleary	ED - Reef Relief	willmccleary@gmail.com	
Alicia Higgins	Resiliency Mgr	ahiggins@cityofkissimmee.org	
Lucas Perras-Ott	Procurement Mgr	lucasp@cityofkissimmee.org	
Sam Kaufman	City Commissioner	skaufman@cityofkissimmee.org	
Sean McCoy	Principal Engineer	sean.mccoy@cityofkissimmee.org	

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy 77
 Proposers Company Name: EAI
 Date & Time: 5/7

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience	30	
- Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications	20	18
Also included:		
1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed Methods Used	10	10
	30	28

202,870
Two labs 2024

Also included:
Also included

Perf. Eval &
Surveys
No letters

2.	References and Quality of Past Performance on Similar Projects	5	4
3.	Project Approach – Ability to Meet Requirements <i>too letters of reference</i> TEST DOH Beaches (4) b.i. - Monthly to F.I.I in between DOH Testing. Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods <i>DEP Training Post 3/1/2014</i> - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) – <i>Continuous Monitoring - Isn't this SOP? - 0</i> - Familiarity with the City of Key West <i>0</i> - Clients in USA, FL, SE FL, and City of Key West <i>-1</i> - Proposed contract deviations (potential negative points) – <i>0</i>	20 10 10 15 5 1	5 20 10 15 5 1
5.	Cost Effectiveness	30	25
6.	Project Schedule and Deliverables	5	4
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	-2 + 1 = -1
9.	Project Location and Local Preference	5	1
Total Points		100	77

No MST!!

Task 4 \$103K (4 samples - 2.5/month) *Tested DOH Beaches did not add 5.75*

(No Attendance)

+1 For Not Completing LVC

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒ *Correctly*
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☐ *No*

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy
 Proposers Company Name: Intertek PSI (51)
 Date & Time: 5/8

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications <i>Most XP was one & done, 5'13" Per Part Testing one project w/ 3 outdoor locations</i> Also included: 1) Staff Qualifications - <i>Prime are Engineers & IHS</i> 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	10
	30	20

2.	References and Quality of Past Performance on Similar Projects	5	4
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment – No Boat Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points) Cost Effectiveness	20	10
4.	Project Schedule and Deliverables	5	3
5.	Litigation	-5 to 0	-3
6.	City Forms	-5 to 0	+2
7.	Project Location and Local Preference	5	0
Total Points		100	51

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☐
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: MORE MARINE LAB

97

Date & Time: 5/7

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30

	References and Quality of Past Performance on Similar Projects	5	5
2.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information	5	5
3.	Value added option(s) Familiarity with the City of Key West Clients in USA, FL, SE FL, and City of Key West Proposed contract deviations (potential negative points)	20	7L
4.	Cost Effectiveness Project Schedule and Deliverables	30	29
5.	Litigation	5	5
6.	City Forms	-5 to 0	0
7.	Project Location and Local Preference	-5 to 0	-1
8.	Total Points	100	97

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒ - ARE THEY ?
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☐ No

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: RES Resource Environmental Solutions 86

Date & Time: 5/8

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience	30	
- Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications	15	13
Also included:		
1) Staff Qualifications 2) Safety/Hazardous Waste Plan – <u>No Action</u> 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed Methods Used	15	13
		26

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)	20	17
4.		5	5
5.	Cost Effectiveness	30	25
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	+1
9.	Project Location and Local Preference	5	2
	Total Points	100	86

Included MST!

Rotating Sampling Staff (Not Consistent)

sub

sub

\$126,664 All tests. Test 4 only Sampling Current DOH Sites

Proper LVC & Address

Staff In Keys

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒ *AND STATED Not Local!*
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)	20 <	

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒ "NA"
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon *Carolyn Sheldon*

Proposers Company Name: Ecological Associates, Inc.

Date & Time: 5/12/2025 11:00 AM

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25

2.	References and Quality of Past Performance on Similar Projects	5	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor’s qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	20	18	
4.		5	4	
5.	Cost Effectiveness	30	30	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	0	
8.	City Forms	-5 to 0	-1	
9.	Project Location and Local Preference	5	3	
	Total Points	100	89	

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☐

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon *Carolyn Sheldon*

Proposers Company Name: Intertek PSI, Inc.

Date & Time: 5/12/2025 11:00 AM

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	21

2.	References and Quality of Past Performance on Similar Projects	5	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points) Cost Effectiveness	20	16	
4.		5	4	
5.		30	15	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	0	
8.	City Forms	-5 to 0	-1	
9.	Project Location and Local Preference	5	3	
	Total Points	100	68	

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Code of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☐
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: Mote Marine Laboratory, Inc.

Date & Time: 5/12/2025 11:00 AM

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	29

2.	References and Quality of Past Performance on Similar Projects	5	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points) Cost Effectiveness	20	16	
4.		5	4	
5.		30	28	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	0	
8.	City Forms	-5 to 0	-1	
9.	Project Location and Local Preference	5	5	
	Total Points	100	91	

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☐

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: RES Florida Consulting, LLC

Date & Time: 5/12/2025 11:00 AM

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	26

2.	References and Quality of Past Performance on Similar Projects	5	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points) Cost Effectiveness	20	20	20
4.		5	5	5
5.		30	25	25
6.	Project Schedule and Deliverables	5	5	5
7.	Litigation	-5 to 0	0	0
8.	City Forms	-5 to 0	0	0
9.	Project Location and Local Preference	5	4	4
	Total Points	100	90	90

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon *Carolyn Sheldon*

Proposers Company Name: Stantec Consulting Services, Inc.

Date & Time: 5/12/2025 11:00 AM

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25

2.	References and Quality of Past Performance on Similar Projects	5	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor’s qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points) Cost Effectiveness	20	19	
4.		5	4	
5.		30	22	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	-1	
8.	City Forms	-5 to 0	0	
9.	Project Location and Local Preference	5	3	
	Total Points	100	82	

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cane of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒
- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#1

Evaluators' Name:

Alice Higgins

Proposer's Company Name:

Res

Date & Time:

5/10

Q1

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30

30

instant design
Achel acc's & implementer

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points) Cost Effectiveness	20	20
4.	Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points) Cost Effectiveness	5	5
5.	Project Schedule and Deliverables	30	25
6.	Litigation	5	5
7.	City Forms	-5 to 0	0
8.	Project Location and Local Preference	-5 to 0	0
9.		5	4
Total Points 100			94

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

2

Evaluators' Name: Alison Higgins

89.8

Proposer's Company Name: Mohe

Date & Time: 5/11

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience - Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: - Staff Qualifications - Safety/Hazardous Waste Plan - Quality Assurance Program - Number of Similar Water Quality Analyses Previously Performed - Methods Used <i>Handwritten notes:</i> <i>ocean? design</i> <i>if design</i> <i>also</i>	30	<i>Handwritten initials:</i> JH, JS

2.	References and Quality of Past Performance on Similar Projects	5	2
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information	20	18 Add bees Volunteers No she arenel DNA
4.	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	4
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	5
Total Points 100			89

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#3

Evaluators' Name:

Alison Higgins

Proposers Company Name:

Stantec

Date & Time:

5/9

26.8

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience - Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: - Staff Qualifications - Safety/Hazardous Waste Plan - Quality Assurance Program - Number of Similar Water Quality Analyses Previously Performed - Methods Used	30	30

Actual needs
Tech lead ✓ Nages
No Bob

2.	References and Quality of Past Performance on Similar Projects	5		3
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment ✓ Other Information	20	20 18	3 3
4.	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)	5	S	5
5.	Cost Effectiveness	30	\$131,276 2 plus \$50?	25
6.	Project Schedule and Deliverables	5	42	4
7.	Litigation	-5 to 0		0
8.	City Forms	-5 to 0		0
9.	Project Location and Local Preference	5		1 1
Total Points 100				86

203 18 25 4 - 86

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: BAE Atkinson

Proposers Company Name: EAI

Date & Time: 5/10

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience - Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed - Methods Used	30	28

28

28

76

28

2.	References and Quality of Past Performance on Similar Projects	5	3
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points) Cost Effectiveness	20	18 13 14
4.	Project Schedule and Deliverables Litigation City Forms Project Location and Local Preference	30	28 4 0 0 1
Total Points		100	

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Evaluation Matrix -- RFP 25-004 Water Quality Monitoring Program

#5

Evaluators' Name:

Alison Higgins

60

Proposers Company Name:

PSI

Date & Time:

5/11

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience - Experience in managing water quality and QA/QC data - Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures - Experience deploying and collecting data - Experience in conducting surface water sampling - Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity - Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed - Methods Used	30	20

20

More industrial experience

NECAC?
 12 hrs lab time

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: - Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment Other Information - Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points) Cost Effectiveness	20	20
4.	Project Schedule and Deliverables Litigation City Forms Project Location and Local Preference	5	5
5.		30	30
6.		5	5
7.		-5 to 0	-5 to 0
8.		-5 to 0	-5 to 0
9.		5	5
	Total Points	100	100

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McChesney
 Proposers Company Name: Ecological Associates, Inc.
 Date & Time: 5/7/25 3:27 pm

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2. References and Quality of Past Performance on Similar Projects	5	5
3. Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	- Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment		13
4.	Other Information	5	
	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)		1
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
Total Points		100	81

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒

- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: M. J. McCleary

Proposers Company Name: Professional Service Industries

Date & Time: 5/8/25 2:56 pm

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25
2. References and Quality of Past Performance on Similar Projects	5	2
3. Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction		
	Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		15
	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	1
	Cost Effectiveness	30	15
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	5
Total Points		100	68

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒

7) Vendor Certification Regarding Scrutinized Companies ☒

8) Indemnification Form ☒

9) Local Vendor Certification ☒

10) E-Verify Affidavit ☒

11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐

12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒

13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary
 Proposers Company Name: MOTE Marine
 Date & Time: 5/8/25 2:04pm

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2. References and Quality of Past Performance on Similar Projects	5	3
3. Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	- Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification in the response package. - Equipment – availability and suitability of sampling equipment		15
4.	Other Information	5	
	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)		5
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	85

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒

- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McQuary

Proposers Company Name: Resource Environmental Solutions

Date & Time: 5/7/25 1:57pm

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2. References and Quality of Past Performance on Similar Projects	5	5
3. Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	- Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring - Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment		15
4.	Other Information	5	
	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)		5
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	90

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒

- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary

Proposers Company Name: Stattee Consulting Services

Date & Time: 5/11/25 3:36pm

Category	Possible Points	Reviewer Points
1. Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2. References and Quality of Past Performance on Similar Projects	5	5
3. Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	- Staffing assignment - Scheduling - Plan for unfavorable sampling conditions - Field data entry, QA, & correction		
	Project Management - Management and communication methods - QA/QC Methods - Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring		
	- Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. - Equipment – availability and suitability of sampling equipment		13
	Other Information	5	
4.	- Value added option(s) - Familiarity with the City of Key West - Clients in USA, FL, SE FL, and City of Key West - Proposed contract deviations (potential negative points)		1
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
Total Points		100	81

Required Forms

- 1) Anti-kickback Affidavit ☒
- 2) Non-collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
- 4) Equal Benefits for Domestic Partners Affidavit ☒
- 5) Cone of Silence Affidavit ☒
- 6) Noncoercive Conduct for Labor or Services ☒

- 7) Vendor Certification Regarding Scrutinized Companies ☒
- 8) Indemnification Form ☒
- 9) Local Vendor Certification ☒
- 10) E-Verify Affidavit ☒
- 11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐
- 12) The firm shall have a record of performance and operation for a minimum of five (5) years ☒
- 13) Addendums Provided ☒

