

Minutes

RFQ Evaluation Committee Meeting

RFQ 26-002 Fire Department ISO Class One (1) Consultant

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

1. Call to Order

The meeting was called to order at [7 :04 PM] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Eddie Perez], Committee Member

[Rod Delostrinos], Committee Member

[Doug Bradshaw], 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 Qualifications (RFQ) No. [RFP 26-002], for the Fire Department ISO Class One (1) Consultant and to rank the firms based on their overall proposals 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:

#	Evaluation Category	Max Points	Key Evaluation Considerations
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1	Firm Experience with ISO Consulting	25	<ul style="list-style-type: none"> • Experience providing ISO FSRs consulting for municipal fire departments • Demonstrated success improving or maintaining ISO PPC ratings • Experience with ISO Class 1 or Class 2 jurisdictions • Experience with coastal, tourism, or high-density communities similar to Key West
2	Technical Expertise and Understanding of Scope	20	<ul style="list-style-type: none"> • Knowledge of ISO Fire Suppression Rating Schedule (FSRS) components: – Fire suppression operations – Emergency communications / dispatch – Water supply systems – Community risk reduction • Ability to identify operational or documentation gaps affecting ISO scoring • Understanding of ISO evaluation methodology
3	Project Team Qualifications	20	<ul style="list-style-type: none"> • Qualifications and credentials of Project Manager • Experience of supporting team members • Relevant fire service, utilities, communications, or risk reduction experience • Availability and continuity of key personnel
4	Project Approach and Methodology	20	<ul style="list-style-type: none"> • Quality and feasibility of project approach • Gap analysis methodology • ISO scoring projections • Documentation review process • Training or mock ISO audits • Implementation support strategy

5	Past Performance and References	10	<ul style="list-style-type: none"> • References from municipal or government clients • Performance on similar ISO consulting projects • Record of meeting schedules and deliverables
6	Capacity, Availability, and Responsiveness	5	<ul style="list-style-type: none"> • Firm's ability to perform within required timeframe • Availability of personnel • Responsiveness to City requests • On-site and remote support availability

1) Review of Submittals

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

1. Wells Fire Consultant, Inc

Note: Each firm's submission was evaluated individually

2) Total Scoring and Ranking

After discussion, 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 RFQ 26-002 to Wells Fire Consulting

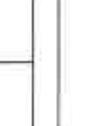
4) Adjournment

There being no further business or discussions, the meeting was adjourned at 1:38 PM.

Minutes prepared by:

Lucas Torres-Bull
Procurement Manager

03/18/2026

#	Evaluation Category	Max Points	Evaluator Score	Key Evaluation Considerations	Notes / Justification
1	Firm Experience with ISO Consulting	25	15	<ul style="list-style-type: none"> • Experience providing ISO FSRs consulting for municipal fire departments • Demonstrated success improving or maintaining ISO PPC ratings • Experience with ISO Class 1 or Class 2 jurisdictions • Experience with coastal, tourism, or high-density communities similar to Key West 	Scores were assigned based solely on the content of the submitted proposal in accordance with the evaluation criteria.
2	Technical Expertise and Understanding of Scope	20	15	<ul style="list-style-type: none"> • Knowledge of ISO Fire Suppression Rating Schedule (FSRS) components: – Fire suppression operations – Emergency communications / dispatch – Water supply systems – Community risk reduction • Ability to identify operational or documentation gaps affecting ISO scoring • Understanding of ISO evaluation methodology 	
3	Project Team Qualifications	20	12	<ul style="list-style-type: none"> • Qualifications and credentials of Project Manager • Experience of supporting team members • Relevant fire service, utilities, communications, or risk reduction experience • Availability and continuity of key personnel 	
4	Project Approach and Methodology	20	14	<ul style="list-style-type: none"> • Quality and feasibility of project approach • Gap analysis methodology • ISO scoring projections • Documentation review process • Training or mock ISO audits • Implementation support strategy 	
5	Past Performance and References	10	6	<ul style="list-style-type: none"> • References from municipal or government clients • Performance on similar ISO consulting projects • Record of meeting schedules and deliverables 	
6	Capacity, Availability, and Responsiveness	5	4	<ul style="list-style-type: none"> • Firm's ability to perform within required timeframe • Availability of personnel • Responsiveness to City requests • On-site and remote support availability 	
		Total Score:	66 /100		

3/18/2026 Edward Perez

#	Evaluation Category	Max Points	Evaluator Score	Key Evaluation Considerations	Notes / Justification
1	Firm Experience with ISO Consulting	25	0	<ul style="list-style-type: none"> • Experience providing ISO FSRS consulting for municipal fire departments • Demonstrated success improving or maintaining ISO PPC ratings • Experience with ISO Class 1 or Class 2 jurisdictions • Experience with coastal, tourism, or high-density communities similar to Key West 	
2	Technical Expertise and Understanding of Scope	20	15	<ul style="list-style-type: none"> • Knowledge of ISO Fire Suppression Rating Schedule (FSRS) components. – Fire suppression operations – Emergency communications / dispatch – Water supply systems – Community risk reduction • Ability to identify operational or documentation gaps affecting ISO scoring • Understanding of ISO evaluation methodology 	
3	Project Team Qualifications	20	15	<ul style="list-style-type: none"> • Qualifications and credentials of Project Manager • Experience of supporting team members • Relevant fire service, utilities, communications, or risk reduction experience • Availability and continuity of key personnel 	
4	Project Approach and Methodology	20	10	<ul style="list-style-type: none"> • Quality and feasibility of project approach • Gap analysis methodology • ISO scoring projections • Documentation review process • Training or mock ISO audits • Implementation support strategy 	
5	Past Performance and References	10	5	<ul style="list-style-type: none"> • References from municipal or government clients • Performance on similar ISO consulting projects • Record of meeting schedules and deliverables 	
6	Capacity, Availability, and Responsiveness	5	5	<ul style="list-style-type: none"> • Firm's ability to perform within required timeframe • Availability of personnel • Responsiveness to City requests • On-site and remote support availability 	
Total Score:				/100	

#	Evaluation Category	Max Points	Evaluator Score	Key Evaluation Considerations	Notes / Justification
1	Firm Experience with ISO Consulting	25	15	<ul style="list-style-type: none"> • Experience providing ISO FSRS consulting for municipal fire departments • Demonstrated success improving or maintaining ISO PPC ratings • Experience with ISO Class 1 or Class 2 Jurisdictions • Experience with coastal, tourism, or high-density communities similar to Key West 	EXPERIENCE WORKING IN CLAS 1 (ISO)
2	Technical Expertise and Understanding of Scope	20	20	<ul style="list-style-type: none"> • Knowledge of ISO Fire Suppression Rating Schedule (FSRS) components: – Fire suppression operations – Emergency communications / dispatch – Water supply systems – Community risk reduction • Ability to identify operational or documentation gaps affecting ISO scoring • Understanding of ISO evaluation methodology 	FORMER SHIFT COMMANDER
3	Project Team Qualifications	20	15	<ul style="list-style-type: none"> • Qualifications and credentials of Project Manager • Experience of supporting team members • Relevant fire service, utilities, communications, or risk reduction experience • Availability and continuity of key personnel 	
4	Project Approach and Methodology	20	15	<ul style="list-style-type: none"> • Quality and feasibility of project approach • Gap analysis methodology • ISO scoring projections • Documentation review process • Training or mock ISO audits • Implementation support strategy 	APPROACH GENERIC.
5	Past Performance and References	10	3	<ul style="list-style-type: none"> • References from municipal or government clients • Performance on similar ISO consulting projects • Record of meeting schedules and deliverables 	NO DOCUMENTED PREVIOUS EXPERIENCE
6	Capacity, Availability, and Responsiveness	5	5	<ul style="list-style-type: none"> • Firm's ability to perform within required timeframe • Availability of personnel • Responsiveness to City requests • On-site and remote support availability 	
Total Score:			/100	Evaluator: Rod Delostrinos	

Title: Evaluation Committee Sign-In Sheet

Date: March 18, 2026

Location: 1300 White Street, Key West Florida

Individual / Name	Company / Organization Name	Email	Signature
EDWARD DELOSTRINOS Edwards Perez	CKW	edlostrinos@cityofkeywest-fl.gov	
Doug Bradshaw	CKW	doug.bradshaw@cityofkeywest-fl.gov	

