



MEMORANDUM

Date: June 1, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bernaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3881– Approving staffs ranking and authorizing the City Manager to negotiate and execute contracts on a task order basis with eight firms in response to the Request for Qualifications No 25-002 for Environmental Engineering Services; providing for an effective date.**

Introduction

Staff respectfully recommends that the Mayor and City Commission approve the evaluation rankings and authorize the award of contracts to all eight firms listed below in response to RFQ 25-002 for Environmental Engineering Services for the City of Key West.

The City requires the expertise of qualified firms to provide a range of environmental engineering services. These services may include, but are not limited to, site investigation, remedial planning, design, permitting assistance, bid and proposal development, and support during construction and remediation activities.

Background

On February 27, 2025, at 8:00 AM (Eastern Standard Time), the City of Key West issued RFQ 25-002 for Environmental Engineering Services, qualifications packages were due to the City of Key West Office of the City Clerk by 3:00 PM on April 10, 2025. Upon the close of the solicitation period, the City received eight (8) responsive and responsible submittals from the following firms:

1. APEX Companies, LLC
2. AtkinsRealis USA, Inc.
3. W.F. Baird & Associates Ltd.

4. Cummins Cederberg, Inc.
5. GHD
6. RES Florida Consulting, LLC
7. Tetra Tech, Inc.
8. WSP

These proposals have been reviewed and evaluated in accordance with the criteria set forth in the solicitation, and provided below:

Category	Possible Points
Specialized experience and technical competence of the firm in the listed disciplines.	40
Professional qualifications of staff personnel/capacity of assigned and identified staff to accomplish work.	20
References and Past Performance.	20
Ability to perform the services expeditiously at the request of the City. Location and availability of technical support people and assigned project manager to the City.	15
Other certifications	5
Total Points:	100

Cost

There is no financial impact associated with approving the agreement between the City of Key West and the eight aforementioned proposers. Projects arising from this agreement are approved on a task order basis, which are issued in accordance with the City of Key West Procurement Ordinance.

Recommendation

City staff recommends that the Mayor and City Commission approve an initial contract term of three (3) years from the effective date, pursuant to RFQ 25-002 for Environmental Engineering Services. Should the City elect to extend the agreement beyond the initial term, and subject to mutual agreement and satisfactory performance, staff may seek a renewal in accordance with the terms and conditions outlined in RFQ 25-002 and any subsequent proposal submitted, subject to City Commission approval.

Attachments:

Resolution

Cover Memorandum

Original RFQ

Proposals Submitted:

- 1) APEX Companies, LLC
- 2) AtkinsRealis USA, Inc
- 3) W.F. Baird & Associates Ltd
- 4) Cummins Cederberg, Inc
- 5) GHD
- 6) RES Florida Consulting, LLC
- 7) Tetra Tech, Inc
- 8) WSP