



MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

From: Brian L. Barroso
City Manager

Via: Patrick Wright
Growth Management Director

Subject: **Forerunner Subscription Renewal and 3-Year Contract**

Introduction

The City of Key West respectfully requests approval from the City Commission for a 3-year fixed-price contract for a comprehensive Floodplain Management Software platform pursuant to Section 2-797 (4)(b) of the City of Key West Code of Ordinances.

Background

Since 2023, the City of Key West has utilized Forerunner as its online GIS mapping and cloud-based storage solution to support floodplain management. The software provides a specialized suite of tools designed to efficiently manage floodplain programs, monitor compliance with the National Flood Insurance Program (NFIP), and streamline activities associated with the Community Rating System (CRS) Program.

In December 2024, the City expanded its use of Forerunner by adding the Milestone Inspections module to support the management and tracking of condominium inspections throughout the city. This module includes:

- Import of condominium data provided by the City as an informational layer
- Submission forms for both Phase 1 and Phase 2 Milestone Inspection reports
- Property-level custom warnings specific to Milestone Inspections
- Configurable tables for key Milestone Inspection data fields
- Secure document storage for Phase 1 and Phase 2 files

With the upcoming renewal, the City will also implement the Public Website Knowledge Base module. This enhancement will allow the public-facing Forerunner website to be white-labeled for the City of Key West and include:

- Four beacon icons to help guide the public with relevant articles
- Up to 10 help articles or videos to assist with site navigation and data interpretation
- Annual updates to help content reflecting new features or changes

Procurement

Funding for the Forerunner subscription is budgeted in the Building Department's Subscriptions account: 001-2401-524-5400.

Recommendation

The City Manager's Office recommends that the Mayor and City Commission approve a 3-year fixed-rate contract with Forerunner, to be paid annually, with a total contract amount not to exceed \$215,000.