



## MEMORANDUM

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Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Alison Higgins  
Resiliency Manager

Subject: **File ID 26-5220 - Approving a Change Order for Stantec Consulting Services, Inc in the amount of \$62,807.87 for Key West Water Quality Monitoring**

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### **Introduction**

The City Manager's Office requests approval of a change order to the contract for Stantec Consulting Services (Stantec) in the amount not to exceed \$62,807.87 for additions to the scope of work included in the Key West Water Quality Monitoring program.

### **Background**

On October 9, 2025, the City Commission adopted Resolution No. 25-299, awarding the Request for Proposals (RFP) for water quality professional services to Stantec Consulting Services Inc. and authorizing the City Manager to negotiate and execute a contract on behalf of the City. The RFP scope laid out a one-year process to create a plan that prioritized the City's largest actionable water quality issues. During discussion of the agenda item, resuming Key West Harbor monitoring as soon as possible was prioritized.

Pursuant to this authorization, the City Manager successfully negotiated a professional services agreement with Stantec, adding "Task Zero – Resume Key West Harbor Monitoring" to the 6 tasks from the RFP. Subsequently, on January 6, 2026, the City Commission adopted Resolution No. 26-023, approving the Scope of Work with Task Zero.

It was noted in the Scope of Work for Task Zero that additional funds may be needed to implement Task Zero (equipment procurement, installation, operations and maintenance). The first deliverable within the Scope for Task Zero is a Harbor Plan with Budget and included \$5,700 towards Task Zero deliverables. The Cover memo

noted that any additional funding requirements would be brought forward for Commission consideration as appropriate.

The contract was formally executed on January 15, 2026, with Task Zero: Resumption of water quality monitoring in Key West Harbor identified as the top priority. As per Task Zero, Stantec evaluated and identified the minimum level of technology and services necessary to re-establish water quality monitoring in Key West Harbor. City staff and Stantec developed a budget for implementing monitoring methodologies in Key West Harbor consistent with prior data collection efforts.

Stantec has proposed a cost of \$69,307.87 to implement a continuous monitoring approach and establish a baseline for water quality conditions within Key West Harbor. The services include consultation on siting, installation, operations, maintenance and reporting. Reducing the proposed cost by the initial \$5,700 for Task Zero, necessitates the increase of scope by \$62,807.87

This additional cost increases the total contract amount for the Key West Water Quality Monitoring Program from \$131,531.00 to \$194,338.87.

Separately from Stantec's services, the City will procure the necessary equipment to support Stantec's monitoring activities in the Harbor for \$46,534.93. This equipment will remain an asset of the City and may be utilized for future water quality monitoring efforts in Key West Harbor and other locations throughout the City.

### **Procurement**

Change order one (1) in the amount of \$62,807.87 will be completed using funds from the FY2025 Water Quality Monitoring allocation held in reserve account 108-3801-538-9803.

### **Recommendation**

The City Manager's Office requests approval of a change order to the contract for Stantec Consulting Services (Stantec) in the amount not to exceed \$62,807.87 for additions to the scope of work included in the Key West Water Quality Monitoring program and authorize the City Manager to execute the Task Order and budget allocations upon consent of the City Attorney.