

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA HEREBY AWARDED REQUEST FOR QUALIFICATION (RFQ) #26-002 TO WELLS FIRE CONSULTING, INC. FOR FIRE DEPARTMENT INSURANCE SERVICES OFFICE (ISO) CLASS ONE (1) CONSULTANT SERVICES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE AND EXECUTE AN AGREEMENT AND OTHER NECESSARY RELATED DOCUMENTS AND ASSOCIATED BUDGET TRANSFERS/ADJUSTMENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN RFQ #26-002 AND IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND CITY STANDARDS, UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 29, 2026 at 8:00 p.m. (Eastern Time), the City of Key West publicly advertised Request for Qualifications (RFQ) No. 26-002 in The Key West Citizen and on DemandStar, in accordance with the City's procurement requirements. The purpose of this solicitation was to obtain qualified consulting services to assist the City in maintaining its Insurance Services Office (ISO) Public Protection Classification (PPC) rating; and

WHEREAS, on February 25, 2026 at 3:00 p.m. (Eastern Time), the City Clerk's Office publicly opened the submittals received in response to RFQ No. 26-002. The City received one (1) proposal, submitted by Wells Fire Consulting, Inc.; and

WHEREAS, on March 18, 2026, at 1:00 p.m. (Eastern Time), the City's evaluation committee convened to review and evaluate the proposal in accordance with the established evaluation criteria and scoring matrix; and

WHEREAS, following comprehensive review and discussion, the evaluation committee recommended Wells Fire Consulting, Inc. be awarded the contract for RFQ #26-002; and

WHEREAS, funds are budgeted and available in Account No. 001-2201-522-3100, General Fund - Fire Department - Professional Services; and

WHEREAS, this contract represents a strategic investment in maintaining the City's ISO Public Protection Classification (PPC) rating, which has the potential to generate substantial indirect financial benefits to the community. By supporting efforts to maintain a top-tier ISO rating, the City helps preserve reduced fire insurance premiums for residential and commercial property owners, potentially resulting in millions of dollars in community-wide annual savings without requiring a fixed or upfront capital commitment by the City; and

WHEREAS, staff recommends the Mayor and City Commission adopt a resolution authorizing the City Manager or designee, to enter into negotiations with Wells Fire Consulting, Inc. for the services described in Request for Qualifications (RFQ) No. 26-002 and, upon successful completion of those negotiations, execute an agreement;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: The City Commission hereby approves the award of RFQ #26-002 to Wells Fire Consulting, Inc. and authorizes the City Manager, or designee, to negotiate a contract with Wells Fire Consulting, Inc. for Fire Department ISO Class One consulting services in accordance with the terms and conditions established under RFQ #26-002 and funded from Fund Account No. 001-2201-522-3100, General Fund - Fire Department - Professional Services.

Section 2: That the City Commission hereby authorizes the City Manager, or designee, to execute the contract and any necessary related documents and associated budget transfers/adjustments, upon the advice and consent of the City Attorney.

Section 3: That this resolution shall go into effect immediately upon its passage and adoption and the authentication by the signature of the Presiding Officer and the Clerk of the Commission.

\* REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK \*

Passed and adopted by the City Commission at a meeting held  
this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Authenticated by the Presiding Officer and Clerk of the  
Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Filed with the Clerk on \_\_\_\_\_, 2026.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Sam Kaufman	_____
Commissioner Greg Veliz	_____

\_\_\_\_\_  
DANISE HENRIQUEZ, MAYOR

ATTEST:

\_\_\_\_\_  
KERI O'BRIEN, CITY CLERK