

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA HEREBY AWARDED REQUEST FOR PROPOSAL (RFP) #26-009 TO TETRA TECH, INC. TO PROVIDE MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES FOR THE CITY OF KEY WEST, FLORIDA; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE AND EXECUTE A CONTRACT FOR AN INITIAL TERM OF THREE (3) YEARS, COMMENCING UPON EXECUTION, AND TO EXECUTE OTHER NECESSARY RELATED DOCUMENTS AND ASSOCIATED BUDGET TRANSFERS/ADJUSTMENTS AS NECESSARY AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN RFP #26-009 AND IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND CITY STANDARDS, AND UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, RFP No. 26-009 was issued to solicit proposals from experienced and qualified professional firms to provide independent monitoring, oversight, documentation, quality control, and compliance support services related to debris removal operations. The services requested include, but are not limited to, field monitoring, load ticket verification, truck certification, debris site monitoring, data management, quality assurance and quality control, FEMA reimbursement support, reporting, and coordination with local, state, and federal agencies; and

WHEREAS, the RFP further provides that the resulting contract may be funded, in whole or in part, with federal disaster assistance funds, including funding provided through the Federal

Emergency Management Agency Public Assistance Program, and is therefore subject to applicable federal procurement, documentation, audit, and contract requirements, including 2 CFR Part 200 and applicable FEMA contract provisions; and

WHEREAS, on April 22, 2026, the City of Key West publicly advertised Request for Proposals No. 26-009 - Monitoring of Debris Removal and Related Services on DemandStar and in The Key West Citizen; and

WHEREAS, the solicitation established a proposal submission deadline of May 12, 2026, at 3:00 p.m. local time. Following the proposal deadline, the City Clerk's Office publicly opened and recorded all proposals received by the City within the required submittal timeframe; and

WHEREAS, following the proposal opening, the City convened a Selection Committee to review, evaluate, score, and rank the proposals in accordance with the evaluation criteria outlined in the RFP. The evaluation criteria included hourly rates, qualifications and experience, technical approach/operations plan, and financial stability; and

WHEREAS, the Selection Committee reviewed the submitted proposals and scored each proposal based on the published criteria in the solicitation document. After review, discussion, and evaluation, the Selection Committee reached a consensus that Tetra Tech, Inc. was the highest-ranked proposer and that its

proposal best satisfied the City's needs for professional debris monitoring and related disaster recovery support services; and

WHEREAS, proceeding with negotiations is in the best interest of the City due to the firm's demonstrated experience, qualifications, technical approach, ability to mobilize, and knowledge of FEMA Public Assistance requirements, debris monitoring operations, data management, field documentation, and disaster recovery reimbursement processes; and

WHEREAS, establishing this agreement is in the best interest of the City because it will provide the City with access to qualified professional debris monitoring services before, during, and after a disaster event; improve operational readiness; support accurate field documentation and invoice verification; assist with FEMA and state reimbursement requirements; and help ensure that debris removal activities are monitored and documented in a manner consistent with applicable procurement, grant funding, and disaster recovery requirements; and

WHEREAS, staff recommends that the Mayor and City Commission adopt this resolution authorizing the City Manager, or designee, to enter into negotiations with Tetra Tech, Inc. for the services described in Request for Proposals (RFP) No. 26-009 - *Monitoring of Debris Removal and Related Services* and, upon successful completion of those negotiations, execute an agreement in a form approved by the City Attorney;

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 #26-009 to Tetra Tech, Inc. to provide Monitoring of Debris Removal and Related Services for the City of Key West, Florida.

Section 2. The City Commission hereby authorizes the City Manager, or designee, to negotiate and execute a contract with Tetra Tech, Inc. for an initial term of three (3) years, commencing upon execution, in accordance with the terms and conditions of RFP #26-009 and in compliance with all applicable regulations and City standards.

Section 3. The City Commission hereby authorizes the City Manager to execute any necessary documents, administrative actions, budget transfers and/or adjustments or contract modifications related to RFP #26-009 necessary for implementation of the contract, upon the advice and consent of the City Attorney.

Section 4: 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.

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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