

RESOLUTION NO. 25-299

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING STAFF'S RECOMMENDATION TO AWARD A CONTRACT TO STANTEC CONSULTING SERVICES, INC. FOR IMPLEMENTATION OF THE CITY'S WATER QUALITY MONITORING PROGRAM (IN RESPONSE TO RFP #25-020) IN AN AMOUNT NOT TO EXCEED \$131,531.00 FOR A TERM OF ONE (1) YEAR FROM THE EFFECTIVE DATE WITH AN OPTION TO RENEW FOR FOUR (4) ADDITIONAL ONE (1) YEAR PERIODS; AUTHORIZING THE CITY MANAGER, OR THEIR DESIGNEE, TO NEGOTIATE AND EXECUTE THE AGREEMENT AND ALL ASSOCIATED DOCUMENTS, UPON CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 16, 2025, the City of Key West issued Request for Proposals 25-020 (RFP 25-020) soliciting proposals from qualified firms to design and implement a comprehensive Water Quality Monitoring Program for the City of Key West, Florida, with qualifications packages due in the City Clerk's Office by 3:00 PM on September 17, 2025; and

WHEREAS, RFP 25-020 was publicly advertised and, at the close of the solicitation period on September 17, 2025, the following five (5) responsive proposals listed below were received; and

1. Ecological Associates, Inc.
2. Hydrologic Associates USA, Inc.
3. Mote Marine Laboratory & Aquarium.
4. RES Florida consulting, LLC.
5. Stantec Consulting Services, Inc.
6. UES Professional Solutions, LLC.

WHEREAS, each proposal was evaluated in accordance with the criteria outlined in RFP 25-020, which was made available to all prospective proposers. Evaluation criteria included both qualitative and quantitative metrics intended to assess the firms' technical capability, experience, methodology and cost efficiency; and

WHEREAS, Stantec Consulting Services, Inc. received the highest overall evaluation score among all proposers. The firm submitted a comprehensive and well-organized technical proposal, demonstrated a deep understanding of the City's operational needs, and presented a highly qualified team with the experience and expertise necessary to successfully execute a Water Quality Monitoring Program. Stantec Consulting Services, Inc. also showcased substantial experience managing similar monitoring projects, incorporating best practices and innovative methodologies to ensure accurate and reliable water quality data. Their proposed project plan is both effective and efficient, incorporating appropriate timelines, resource allocation, and quality control measures, and is fully consistent with the standards set forth by the Florida Department of Environmental Protection (FDEP) as well as applicable City of Key West ordinances and regulations.

WHEREAS, the total not-to-exceed cost of the initial contract with *Stantec Consulting Services, Inc.* is \$131,531.00 which is

budgeted and allocated in the Adaptation and Sustainability Fund (Fund 108), Department 3702 - Water Quality and Conservation, Key Code 1089702, Object Code 5373100; and

WHEREAS, City staff recommends the Mayor and City Commission approve the awarding of a contract to *Stantec Consulting Services, Inc.* for the implementation of the City's Water Quality Monitoring Program, in an amount not to exceed \$131,531.00 for an initial term of one (1) year from the effective date, with an option to renew for four (4) additional one (1) year periods;

WHEREAS, if the City Commission chooses to consider an alternative to the staff recommendation, the following is the ranking of shortlisted firms by total points scored:

1. Stantec Consulting Services, Inc - 311/400 (77.50%)
2. Mote Marine Laboratory & Aquarium - 291/400 (72.75%)
3. RES Florida Consulting, LLC - 288/400 (72%)
4. Ecological Associates, Inc. - 276/400 (69%)
5. Hydrologic Associates USA, Inc. - 260/400 (65%)
6. UES Professional Solutions, LLC. - (257/400 (64.25%)

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

Section 1. The Commission hereby authorizes the City Manager to award a contract to Stantec Consulting Services, Inc. for the implementation of the City's Water Quality Monitoring Program, in an amount not to exceed \$131,531.00 for an initial term of one (1) year from the effective date, with an additional option to renew for four (4) additional one (1) year periods.

Section 2. The Commission hereby authorizes the City Manager, or their designee, to negotiate and execute the contract and any necessary documents, upon consent of the City Attorney.

Section 3. This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

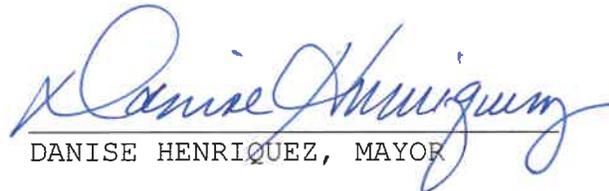
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Passed and adopted by the City Commission at a meeting held this 9th day of October, 2025.

Authenticated by the Presiding Officer and Clerk of the Commission on the 9th day of October, 2025.

Filed with the Clerk on October 9, 2025.

Mayor Danise Henriquez	<u>Yes</u>
Vice Mayor Donald "Donie" Lee	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Aaron Castillo	<u>Yes</u>
Commissioner Monica Haskell	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Absent</u>
Commissioner Sam Kaufman	<u>Yes</u>


DANISE HENRIQUEZ, MAYOR

ATTEST:


KERI O'BRIEN, CITY CLERK



MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-4446– Awarding RFP #25-020 to Stantec Consulting Services, Inc to provide Water Quality Monitoring Program for the City of Key West, Florida; Authorizing the City Manager, or designee, to negotiate and execute a contract with Stantec Consulting Services, Inc for an initial period of one (1) year, commencing upon execution, and to execute any related documents, administrative actions, budget transfers / adjustments or contract modifications necessary for implementation of the contract, upon consent of the City Attorney.**

Introduction

City staff respectfully recommends that the Mayor and City Commission approve the proposed award of a professional services contract to Stantec Consulting Services, Inc. for the implementation of a comprehensive Water Quality Monitoring Program within the Key West waterways. This recommendation arises from the competitive procurement process conducted under RFP #25-020, titled “Re-Bid Water Quality Monitoring Program.”

The selected firm, Stantec Consulting Services, Inc., has demonstrated the necessary expertise, technical capacity, and experience in designing and executing water quality monitoring programs that align with the City’s environmental and regulatory objectives. Approval of this contract will enable the City to systematically assess water quality conditions, track environmental trends, and support informed decision-making for the management and protection of Key West’s sensitive aquatic resources.

Background

In August 2025, the City of Key West issued a public solicitation inviting qualified proposers to submit proposals for the provision of a Water Quality Monitoring Program for the Key West waterways, in accordance with the requirements set forth in City of Key West Ordinance Chapter 80. The solicitation remained open for a period of 31 days, providing interested parties sufficient time to prepare and submit thorough and responsive proposals.

Following the close of the solicitation period, the City Clerk conducted a formal bid opening on September 17, 2025, at which time the following proposals were received and publicly opened:

1. Ecological Associates, Inc.
2. Hydrologic Associates USA, Inc.
3. Mote Marine Laboratory & Aquarium
4. RES Florida Consulting, LLC
5. Stantec Consulting Services, Inc.
6. UES Professional Solutions, LLC

On September 22, 2025, the selection committee tasked with reviewing proposals submitted in response to RFP 25-020 (Water Quality Monitoring Program) convened to evaluate, discuss, and score the submissions. After a thorough review and scoring process, the proposals were ranked according to the committee's evaluation criteria. At the conclusion of this process, Stantec Consulting Services, Inc. emerged as the highest-ranked proposer based on the selection committee's results.

It must be noted that Mote Marine Laboratory & Aquarium is not recognized as a local vendor under the City's Purchasing Code. Pursuant to Section 2-798 of the Code of Ordinances, a business is eligible for local vendor preference only if it possesses a valid Business Tax Receipt (BTR) issued by the City of Key West, showing a principal business address located within thirty (30) miles of the City's boundaries. Because Mote Marine Laboratory & Aquarium does not currently hold such a BTR, it does not qualify as a local vendor.

Cost

The financial commitment associated with this solicitation will not exceed \$131,531.00. Funding for this contract is allocated from the Adaptation and Sustainability Fund (Fund 108), under Department 3702 – Water Quality and Conservation, Key Code 1089702, and Object Code 5373100.

Recommendation

Based on the competitive procurement process, the thorough evaluation by the selection committee, and the demonstrated expertise of the highest-ranked proposer, City staff respectfully recommends that the Mayor and City Commission approve the award to Stantec Consulting Services, Inc. for the implementation of a comprehensive Water Quality Monitoring Program within the Key West waterways.

Approval of this contract, with a not-to-exceed value of \$131,531.00 funded through the Adaptation and Sustainability Fund (Fund 108), Department 3702 – Water Quality and Conservation, Key Code 1089702, Object Code 5373100, will allow the City to systematically monitor water quality, assess environmental trends, and support informed decision-making to protect and manage Key West's sensitive aquatic resources.

Staff believes that awarding this contract to Stantec Consulting Services, Inc. aligns with the City's environmental objectives, regulatory obligations, and commitment to safeguarding the health and sustainability of local waterways.

Attachments:

Resolution

Cover Memorandum

Bid Document

Addendum #1, #2

Proof of Publication

Proposals:

1. Ecological Associates, Inc.
2. Hydrologic Associates USA, Inc.
3. Mote Marine Laboratory & Aquarium
4. RES Florida Consulting, LLC
5. Stantec Consulting Services, Inc.
6. UES Professional Solutions, LLC