Minutes
RFP Evaluation Committee Meeting
Water Quality Monitoring Program RFP 25-004
Location: City Commission Conference Room, 1300 White Street, Key West, Florida 33040

1. **Call to Order**
   The meeting was called to order at [11:02 am] by Lucas Torres-Bull

2. **Roll Call/Attendance**
   The following members were present:
   [Sean McCoy], Committee Member
   [Alison Higgins], Committee Member
   [Carolyn Sheldon], Committee Member
   [Shelly Krueger], Committee Member
   [Mill McCleary], Committee Member
   [Lucas Torres-Bull], Procurement Representative (non-voting)
   [Jessica Durocher], Backup Committee Member

3. **Purpose of Meeting**
   The purpose of the meeting was to evaluate the responses received in response to Request for Qualifications (RFQ) No. [RFQ 25-004], for Water Quality Monitoring Program, and to rank the firms based on their overall qualifications in accordance with the evaluation criteria outlined in the RFQ.

4. **Overview of Evaluation Criteria**
   Evaluation Representative reviewed the evaluation process and criteria, which included the following:

Category	Total Pints Possible
Qualifications and Relevant Experience: • Experience in managing water quality and QA/QC data. • Experience and ability to collect environmental samples in accordance with the FDEP Standard operating procedure. • Experience deploying and collecting data.	30

• Experience in conducting surface water sampling. • Experience in maintaining and calibrating field meters that measure dissolved oxygen, Ph, temperature specific conductance, and salinity. • Experience in performing laboratory analysis (either by proposers or subconsultant), including laboratory certifications. Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 4) Number of similar water quality analyses previously performed. • Methods Used.	
References and Quality of Past Performance on Similar Projects	5
Project Approach – Ability to meet Requirements: Proposed Operations Plan, including: • Staffing assignment. • Scheduling. • Plan for unfavorable sampling conditions. • Field data entry, QA, & Correction. Project Management: • Management and communication methods • QA/QC Methods • Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring.	20

• Subconsultant Documentation Failure to submit subconsultant documentation may result in the disqualification of that particular subconsultants qualifications from consideration in the response package • Equipment – availability and suitability of sampling equipment	
Other Information: • Value added option(s) • Familiarity with the City of Key West • Clients in USA, FL, SE SL, and City of Key West • Proposed contract deviations (potential negative points)	5
Cost Effectiveness	30
Project Schedule and Deliverables	5
Litigation	-5 to 0
City Forms	-5 to 0
Total:	100

5) **Review of Submittals**

The committee reviewed and discussed the submittals received from the following proposer:

1. Ecological Associates, Inc
2. Intertek PSI
3. Mote Marine Laboratory, Inc
4. RES Florida Consulting, LLC
5. Stantec Consulting Services, Inc

Note: Each firm's submission was evaluated individually

6) **Total Scoring and Ranking**

After discussion, each committee member independently completed a scoring sheet. The scores were then complied, and firms were ranked as follows

	RES Florida Consulting	Mote Marine Laboratory	Stantec Consulting Services	Ecological Associates	Intertek PSI
Evaluator #1	95	90	99	69	68
Evaluator #2	86	97	92	77	51
Evaluator #3	90	91	82	89	68
Evaluator #4	90	85	81	81	68
Evaluator #5	94	86	86	82	45
Total:	455/500 91%	449/500 89.8%	434/500 86.8%	398/500 79.6%	300/500 60%

7) **Recommendation**

Based on the following scoring outcome, the evaluation committee recommendation that the award for RFP 25-004 to RES Florida Consulting, LLC.

8) **Adjournment**

There being no further business or discussions, the meeting was adjourned at 11:25 am.

Minutes prepared by:
Lucas Torres-Bull
Procurement Manager
05/12/2025

Request for Proposal (RFP) 25-004 Water Quality Monitoring Program

Date: 5/12/25

Time: 11 a.m.

Name	Title/Position	Email	Signature
Shelly Krueger	Extension Agent	ShellyKrueger@ufl.edu	
Carolyn Sheldon	Senior Grants Admin	csheldon@cityofkeywest-fl.gov	Carolyn Sheldon
Mill McCleary	ED – Reef Relief	millmccleary@gmail.com	Mill McCleary
Alison Higgins	Resiliency Mgr	ahiggins@cityofkeywest-fl.gov	
Lucas Torres-Duff	Procurement Mgr	lucas.torresduff@cityofkeywest-fl.gov	
Sam Kaufman	City Commissioner	skaufman@cityofkeywest-fl.gov	
Sean McCoy	Principal Engineer	sean.mccoy@cityofkeywest-fl.gov	

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: EAI (77)

Date & Time: 5/7

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications	30 20	 18
	Also included: Avail Upon Request 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program	10	10
	5) Number of Similar Water Quality Analyses Previously Performed 202,870 Two labs 2024 ▪ Methods Used	30	28

Perf. Eval & Surveys No Letters

2.	References and Quality of Past Performance on Similar Projects ~~Two letters of Reference~~	5	4
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction TEST DOH Beaches (4) bi-Monthly to fill in between DOH Testing. ↓ won't be able to Cross Verify DOH Data No MST!! Project Management ▪ Management and communication methods ▪ QA/QC Methods DEP Training Post 3/1/2014 ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20 ~~15~~ 10 10 ~~20~~	5 10 15
4.	Other Information ▪ Value added option(s) - Continuous Monitoring - Isn't this SOP? - 0 ▪ Familiarity with the City of Key West 0 ▪ Clients in USA, FL, SE FL, and City of Key West -1 ▪ Proposed contract deviations (potential negative points) - 0	5	1
5.	Cost Effectiveness Task 4 $103K (4 samples - 2x/month) ~~[illegible]~~ Did not All Sites	30	25
6.	Project Schedule and Deliverables	5	4
7.	Litigation	-5 to 0	0
8.	City Forms +1 For Not Completing LTVC (No Addenda)	-5 to 0	-2+1 = -1
9.	Project Location and Local Preference	5	1
	Total Points	100	77

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑
7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑ Correctly
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☐ No

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: intertek PSI (51)

Date & Time: 5/8

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Most XP was one & done, single Point Testing one project w/3 Outdoor Locations Also included: 1) Staff Qualifications - Prime are Engineers & IHS 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	10 10
		30	20

2.	References and Quality of Past Performance on Similar Projects Surveys, no letters	5	4	
3.	Project Approach – Ability to Meet Requirements Oyster Beds ?!? 12 days/Mo ?!? No Presentations Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction	20 10	3	Sub
	Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment – No Boat	10	10 13	Sub TTL
4.	Other Information Talked about Value Add & Contaminated Sol/ Removal. None of this. ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	2	
5.	Cost Effectiveness $506,200.5	30	10	
6.	Project Schedule and Deliverables Is it 12 days TTL or 12 days/month?	5	3	
7.	Litigation "We're Sued So Much, We Can't track it" (Reviewer Interpretation)	-5 to 0	-3	
8.	City Forms +1 for LVC (missing), +1 Addenda attached	-5 to 0	+2	
9.	Project Location and Local Preference	5	0	
	Total Points	100	51	

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑
7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☐
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: Mote Marine Lab (97)

Date & Time: 5/7

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30

2.	References and Quality of Past Performance on Similar Projects 2 letters Lots of Ref's	5	5	
3.	Project Approach – Ability to Meet Requirements (off weeks) TEST DOH Beaches +2 more Swim Beaches (and Mooring field) (Rest & Dog)	20 TTL		
	Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction	10	10	SubTTL
	Project Management TASK G - YES! Microbial Source Tracking HF183 ETC. (MST) ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	10	10	SubTTL
		20	20	TTL
4.	Other Information ▪ Value added option(s) MST! ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5	
5.	Cost Effectiveness $105^K Yr 1 All Tasks, Including DOH + 3 sites WQ Testing	30	29	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	0	
8.	City Forms No Addenda	-5 to 0	-1	
9.	Project Location and Local Preference Completed LVC But didn't say if Local. (Per ordinance) >50% Employees Live w/in 30mi of City??	5	4	
		Total Points 100	97	

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑
7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑ - ARE THEY ?
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☐ No

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: RES Resource Environmental Solutions (86)

Date & Time: 5/8

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications	30 15	13
	Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan – No Mention 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	15	13 26

2.	References and Quality of Past Performance on Similar Projects	5	5	
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: Included MST! ▪ Staffing assignment — Rotating Sampling Staff (Not Consistant) ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction	20 10	8	Sub
	Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	10 20	9 17	Sub
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5	
5.	Cost Effectiveness $126,664 All tasks. Task 4 only Sampling Current DOH Sites	30	25	
6.	Project Schedule and Deliverables	5	5	
7.	Litigation	-5 to 0	0	
8.	City Forms Proper LVC & Addenda	-5 to 0	+1	
9.	Project Location and Local Preference Staff In Keys	5	2	
	Total Points	100	86	

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑
7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑ AND STATED Not Local!
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Sean McCoy

Proposers Company Name: Stantec (92)

Date & Time: 5/9

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ENR #6 Env Science #14 Env Firm Strong Science/Bio Team ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures Large Sampling & Analysis Projects ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications NELAC CERT App B	30	
		15	15
	Also included: 1) Staff Qualifications ✓ App A 2) Safety/Hazardous Waste Plan App C 3) Quality Assurance Program ✓ App B 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	15	15
		30	30

2.	References and Quality of Past Performance on Similar Projects 2 letters App A	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: → Did not Increase Immediate Sampling. → No Mention of AST. ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction	20 10	6
	Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	10	10 16
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness Bi-Monthly Samples DOH Locations only & All other tests $131,276	30	28
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	4
	Total Points	100	92

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑
7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑ "NA"
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: Ecological Associates, Inc.

Date & Time: 5/12/2025 11:00 AM

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	18
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	-1
9.	Project Location and Local Preference	5	3
	Total Points	100	89

Required Forms

1) Anti-kickback Affidavit ☒
2) Non-collusion Affidavit ☒
3) Public Entity Crimes Form ☒
4) Equal Benefits for Domestic Partners Affidavit ☒
5) Cone of Silence Affidavit ☒
6) Noncoercive Conduct for Labor or Services ☒
7) Vendor Certification Regarding Scrutinized Companies ☒
8) Indemnification Form ☒
9) Local Vendor Certification ☒
10) E-Verify Affidavit ☒
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
12) The firm shall have a record of performance and operation for a minimum of five (5) years☒
13) Addendums Provided ☐

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: Intertek PSI, Inc.

Date & Time: 5/12/2025 11:00 AM

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	21

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	16
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness	30	15
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	-1
9.	Project Location and Local Preference	5	3
	Total Points	100	68

Required Forms

1) Anti-kickback Affidavit ☒
2) Non-collusion Affidavit ☒
3) Public Entity Crimes Form ☒
4) Equal Benefits for Domestic Partners Affidavit ☒
5) Cone of Silence Affidavit ☒
6) Noncoercive Conduct for Labor or Services ☒
7) Vendor Certification Regarding Scrutinized Companies ☒
8) Indemnification Form ☒
9) Local Vendor Certification ☐
10) E-Verify Affidavit ☒
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
12) The firm shall have a record of performance and operation for a minimum of five (5) years☒
13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: Mote Marine Laboratory, Inc.

Date & Time: 5/12/2025 11:00 AM

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	29

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	16
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness	30	28
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	-1
9.	Project Location and Local Preference	5	5
	Total Points	100	91

Required Forms

1) Anti-kickback Affidavit ☒
2) Non-collusion Affidavit ☒
3) Public Entity Crimes Form ☒
4) Equal Benefits for Domestic Partners Affidavit ☒
5) Cone of Silence Affidavit ☒
6) Noncoercive Conduct for Labor or Services ☒
7) Vendor Certification Regarding Scrutinized Companies ☒
8) Indemnification Form ☒
9) Local Vendor Certification ☒
10) E-Verify Affidavit ☒
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
12) The firm shall have a record of performance and operation for a minimum of five (5) years☒
13) Addendums Provided ☐

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: RES Florida Consulting, LLC

Date & Time: 5/12/2025 11:00 AM

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	26

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	20
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness	30	25
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	4
	Total Points	100	90

Required Forms

1) Anti-kickback Affidavit ☒
2) Non-collusion Affidavit ☒
3) Public Entity Crimes Form ☒
4) Equal Benefits for Domestic Partners Affidavit ☒
5) Cone of Silence Affidavit ☒
6) Noncoercive Conduct for Labor or Services ☒
7) Vendor Certification Regarding Scrutinized Companies ☒
8) Indemnification Form ☒
9) Local Vendor Certification ☒
10) E-Verify Affidavit ☒
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
12) The firm shall have a record of performance and operation for a minimum of five (5) years☒
13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Carolyn Sheldon Carolyn Sheldon

Proposers Company Name: Stantec Consulting Services, Inc.

Date & Time: 5/12/2025 11:00 AM

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	19
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness	30	22
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	-1
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	3
	Total Points	100	82

Required Forms

1) Anti-kickback Affidavit ☒
2) Non-collusion Affidavit ☒
3) Public Entity Crimes Form ☒
4) Equal Benefits for Domestic Partners Affidavit ☒
5) Cone of Silence Affidavit ☒
6) Noncoercive Conduct for Labor or Services ☒
7) Vendor Certification Regarding Scrutinized Companies ☒
8) Indemnification Form ☒
9) Local Vendor Certification ☒
10) E-Verify Affidavit ☒
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☒
12) The firm shall have a record of performance and operation for a minimum of five (5) years☒
13) Addendums Provided ☒

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#1

Evaluators' Name: Alison Higgins

Proposers Company Name: Res

Date & Time: 5/10

a1

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience 30 ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: instrument design Achel rec's & implementation 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30

2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment	20	20
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness 9126,664	30	25
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	4
	Total Points	100	94

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#2

Evaluators' Name: Alison Higgins

Proposers Company Name: Mote

Date & Time: 5/11

89.8

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used no example? if design & recc actions	30	~~29~~ 28

2.	References and Quality of Past Performance on Similar Projects Does not just survey	5	2
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction 18 Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment DNA Added beaches volunteers No ship channel	20	18 15 0
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness $105K + inkind	30	30
6.	Project Schedule and Deliverables 4	5	4
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	5
	Total Points	100	89 86

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#3

Evaluators' Name: Alison Higgins

Proposers Company Name: Stantec

Date & Time: 5/9

86.8

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30

Actual resumes
Tech lead ✓ Naples
No Bob

2.	References and Quality of Past Performance on Similar Projects	5	3
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. N/A ▪ Equipment – availability and suitability of sampling equipment ✓	20	~~20~~ 18
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness $131,276 plus $50?	30	25
6.	Project Schedule and Deliverables 4?	5	4
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	1
	Total Points	100	86

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Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

#4

Evaluators' Name: ~~EAI~~ Atkson Higgins

76

Proposers Company Name: EAI

Date & Time: 5/10

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience 28 ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications - extraneous Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	28

2.	References and Quality of Past Performance on Similar Projects	5	~~2~~ 3
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment No other pollutants 18 Didn't see example of actual design of actions	20	~~15~~ ~~15~~ 14
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	4
5.	Cost Effectiveness travel issue $162K	30	28
6.	Project Schedule and Deliverables only 4 DOH	5	4
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	~~0~~ 1
	Total Points	100	~~84~~

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82

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program #5

Evaluators' Name: Alison Higgins

Proposers Company Name: PSI

Date & Time: 5/11

60

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience 20 ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: More industrial experience 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used NELAC? Who's lab Good Done	30	20

2.	References and Quality of Past Performance on Similar Projects	5	~~0~~ 2
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including: ▪ Staffing assignment ▪ Scheduling ← no short? ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment no back	20	15 ~~15~~ 12
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	3
5.	Cost Effectiveness	30	10
6.	Project Schedule and Deliverables	5	3
7.	Litigation	-5 to 0	0 -5
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	~~55~~ ~~47~~ 45

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mil McCheary

Proposers Company Name: Ecological Associates, Inc.

Date & Time: 5/7/25 3:27 pm

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		13
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	1
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	81

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑

7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary

Proposers Company Name: Professional Service Industries

Date & Time: 5/8/25 2:56pm

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	25
2.	References and Quality of Past Performance on Similar Projects	5	2
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		15
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	1
5.	Cost Effectiveness	30	15
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	5
	Total Points	100	68

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑

7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary

Proposers Company Name: MOTE Marine

Date & Time: 5/8/25 2:04pm

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2.	References and Quality of Past Performance on Similar Projects	5	3
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		15
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	85

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑

7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary

Proposers Company Name: Resource Environmental Solutions

Date & Time: 5/7/25 1:57pm

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		15
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	5
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	5
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	90

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑

7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☑
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑

Evaluation Matrix – RFP 25-004 Water Quality Monitoring Program

Evaluators' Name: Mill McCleary

Proposers Company Name: Stantec Consulting Services

Date & Time: 5/11/25 3:36pm

Category		Possible Points	Reviewer Points
1.	Qualifications and Relevant Experience ▪ Experience in managing water quality and QA/QC data ▪ Experience and ability to collect environmental samples in accordance with FDEP Standard operating procedures ▪ Experience deploying and collecting data ▪ Experience in conducting surface water sampling ▪ Experience in maintaining and calibrating field meters that measure dissolved oxygen, pH, temperature, specific conductance, and salinity ▪ Experience in performing laboratory analysis (either by Respondent or subcontractor), including laboratory certifications Also included: 1) Staff Qualifications 2) Safety/Hazardous Waste Plan 3) Quality Assurance Program 5) Number of Similar Water Quality Analyses Previously Performed ▪ Methods Used	30	30
2.	References and Quality of Past Performance on Similar Projects	5	5
3.	Project Approach – Ability to Meet Requirements Proposed Operations Plan, including:	20	

	▪ Staffing assignment ▪ Scheduling ▪ Plan for unfavorable sampling conditions ▪ Field data entry, QA, & correction Project Management ▪ Management and communication methods ▪ QA/QC Methods ▪ Valid Quality Plan/sampling protocols for sampling organization(s) covering types of sampling and monitoring ▪ Subcontractor Documentation: Failure to submit subcontractor documentation may result in the disqualification of that particular subcontractor's qualification from consideration in the response package. ▪ Equipment – availability and suitability of sampling equipment		13
4.	Other Information ▪ Value added option(s) ▪ Familiarity with the City of Key West ▪ Clients in USA, FL, SE FL, and City of Key West ▪ Proposed contract deviations (potential negative points)	5	1
5.	Cost Effectiveness	30	30
6.	Project Schedule and Deliverables	5	2
7.	Litigation	-5 to 0	0
8.	City Forms	-5 to 0	0
9.	Project Location and Local Preference	5	0
	Total Points	100	81

Required Forms

1) Anti-kickback Affidavit ☑
2) Non-collusion Affidavit ☑
3) Public Entity Crimes Form ☑
4) Equal Benefits for Domestic Partners Affidavit ☑
5) Cone of Silence Affidavit ☑
6) Noncoercive Conduct for Labor or Services ☑

7) Vendor Certification Regarding Scrutinized Companies ☑
8) Indemnification Form ☑
9) Local Vendor Certification ☑
10) E-Verify Affidavit ☑
11) Provide a minimum of three (3) references for services provided within the past five (5) years ☐
12) The firm shall have a record of performance and operation for a minimum of five (5) years ☑
13) Addendums Provided ☑