MEMORANDUM

Date: June 1, 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 25-3879– Approving staff's recommendation to authorize the City Manager to negotiate and execute contract with RES Florida Consulting, Inc., in response to Request for Proposal No. 25-004 for the Water Quality Monitoring Program; providing for an effective date.**

Introduction

City staff respectfully recommends that the Mayor and City Commission authorize the award of a contract to RES Florida Consulting, Inc. in response to Request for Proposal (RFP) No. 25-004, pertaining to the implementation of the City's Water Quality Monitoring Program. This recommendation is based on a comprehensive evaluation of proposals received, with RES Florida Consulting, Inc. demonstrating superior technical qualifications, extensive experience in water quality management, and a methodologically sound approach to data collection and analysis.

Awarding this contract will directly support the City's strategic goals related to environmental stewardship, ensuring the continued protection, assessment, and enhancement of our vital water resources through scientifically valid and regulatory-compliant monitoring practices, and will address City Ordinance Sec 80-3. – Coral reef restoration; water quality monitoring which states the following:

Sec. 80-3. Coral reef restoration; water quality monitoring.

The City of Key West shall establish a fund for the express purpose to restore and maintain coral reefs adjacent to the City of Key West. The City of Key West shall engage certified, independent, qualified reef restoration experts, to be identified by resolution of the City of Key West annually, to restore and maintain such reefs.

The City of Key West shall also establish a water quality monitoring fund for the monitoring of water quality violations of Sec. 80-2 in the Waterways of the City of Key West, via certified, independent, qualified water quality monitoring expert, or governmental entity to be identified by resolution annually.

Revenue for coral reef restoration and maintenance fund and administrative fee established in Section 80-2 herein, the cruise ship passenger disembarkment fee revenue share paid to the City of Key West, and any donation made to the funds. Allocation of funds to the respective programs shall be made annually via resolution of the city commission.

Background

On March 20, 2025, the City of Key West issued RFP No. 25-004 soliciting proposals from qualified firms to design and execute a comprehensive Water Quality Monitoring Program. The solicitation was publicly advertised and remained open for twenty-four (24) days, allowing adequate time for potential respondents to review the specifications and submit a competitive response.

On April 17, 2025, at 3:00 p.m. (EDT), the City Clerk's Office publicly opened the proposals submitted in response to the RFP. A total of four (4) proposals were received and evaluated from the following firms:

RES Florida Consulting, Inc.
Ecological Associates, Inc.
Intertek PSI
Stantec Consulting Services, Inc.
Mote Marine Laboratory

Each proposal was evaluated in accordance with the criteria outlined in the RFP, 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.

Proposals were reviewed and scored based on the following categories, with a maximum of **100 points** available:

Category	Possible Points
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	30

• 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 • 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
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
Cost Effectiveness	30
Project Schedule and Deliverables	5
Litigation	-5 to 0
City Forms	-5 to 0
Project Location and Local Preference	5
Total Points:	100

RES Florida Consulting, Inc. received the highest overall score based on a strong technical proposal, well-qualified staff, and a thorough understanding of the City's operational needs. The firm demonstrated substantial experience with similar monitoring efforts and proposed an effective and efficient project plan that aligns with State of Florida Department of Environmental Protection (FDEP) standards.

Cost

The total not-to-exceed amount for the contract with RES Florida Consulting, Inc. is $126,664.00. This amount has been budgeted and allocated from the Adaptation and Sustainability Fund (Fund 108), Department 3702 – Water Quality and Conservation, under Key Code 1089702 and Object Code 5373100. Payments will be made based on the completion of each task and the corresponding dollar value associated with each completed task, as outlined below:

Task Number	Task Description	Total Cost
1	Review current relevant data across GOCs and Identify Opportunities	$5,124.00

2	Identify Actions that may Mitigate Pollutants	$5,649.00
3	Design Water Quality Monitoring Programs	$11,907.00
4	Increase Availability of Recent Beach Reports (includes lab processing and reporting by Eurofins)	$81,241.00
4	Increase Community Knowledge of Data/ Beach Report Implications	$11,361.00
5	Assist with Design of New Beach Water Quality Monitoring Plan	$11,382.00
Totals		$126,664.00

Recommendation

Based on the evaluation of proposals submitted in response to RFP No. 25-004, City staff recommends that the Mayor and City Commission approve the award of a contract to RES Florida Consulting, Inc. for the implementation of the City's Water Quality Monitoring Program, in an amount not to exceed $126,664.00. The proposed contract will have an initial term of one (1) year from the effective date, during which RES Florida Consulting, Inc. will be responsible for conducting environmental sampling, data collection, and analysis in accordance with regulatory standards and the scope outlined in the RFP. Staff further recommends authorizing the City Manager, or their designee, to negotiate and execute the agreement and all associated documents.

Attachments:
Resolution
Cover Memorandum
Original RFQ
Proposals Submitted:
1) Ecological Associates, Inc
2) Intertek PSI
3) Mote Marine Laboratory, Inc
4) RES Florida Consulting, LLC
5) Stantec Consulting Services, Inc