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