

CITY OF KEY WEST

RFP Evaluation Committee Meeting Minutes

RFP 25-006 – 402 Wall Street

Date: 05/27/2025

Time: 10:48 AM

Location: 1300 White Street, Key West, Florida 33040 – First Floor City Commission Conference Room

1. Call to Order

The meeting was called to order at [10:48 AM] by [Lucas Torres-Bull], Chair of the Evaluation Committee.

2. Roll Call / Attendance

Committee Members Present:

- [Jessica Durocher], [Central Purchasing Agent]
- [Gary Moreira], [Senior Property Manager]
- [Patrick Wright], [Director of Growth Management]
- [Daniela Salume], [Historic Preservation Manager]

Others Present:

- [Lucas Torres-Bull], [Procurement Manager]

3. Purpose of Meeting

The purpose of this meeting was to evaluate proposals received in response to RFP 25-006 – 402 Wall Street, which was issued by the City of Key West for the purpose of identifying a qualified firm/organization for the lease and adaptive use of 402 Wall Street.

4. Review of Evaluation Criteria

The Eval Committee reviewed the evaluation process and scoring methodology. The criteria used to evaluate the proposals included:

Category	Points
1. Experience:	30

	<p>a. Successful track record of rehabilitating and operating facilities similar to the proposed Project.</p> <p>b. Demonstrated ability to operate and maintain adaptive reuse real estate projects once completed, including addressing on-going maintenance needs.</p> <p>c. Sufficient staff and consultant resources to deliver the Cable Hut(s) Redevelopment Project.</p>	
2.	<p>Financial Capacity:</p> <p>a. Proven ability of Respondent to possess or attract equity and debt capital for projects similar in scope and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 	25
3.	<p>Project Vision and Key Objectives:</p> <p>a. Consistency of proposed vision and objectives for the project discussed in Section ____.</p> <p>b. Responsiveness to key objectives contained in Section ____.</p>	25

	<p>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.</p> <p>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area</p>	
4.	<p>Feasibility:</p> <p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>	20
Total Points		100

5. Proposal Review and Scoring

The following proposals were received:

- Hayes Robert Group
- Tropical Shell and Gift

Each committee member independently reviewed and scored the proposals based on the published criteria prior to the meeting. During the meeting, the committee discussed their evaluations and reached consensus scores for each proposer.

Summary of Consensus Scores (please see scoring sheet for individual breakdown of the scoring criteria):

Hayes Robertson Group	Total Score (100 pts max)
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Proposer 1	[96]
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Proposer 2	[97]
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Proposer 3	[87]
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Total/Average	280/93.33
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Tropical Shell & Gift	Total Score (100 pts max)
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Proposer 1	[92]
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Proposer 2	[96]
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Proposer 3	[98]
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Total/Average	286/95.33
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*Tropical Shell & Gift did not turn in the required addendums and their flash drive submission differed from their paper copy submission.

6. Adjournment

There being no further business, the meeting was adjourned at 11:11 AM.

Minutes submitted by:

[Lucas Torres-Bull]

[Procurement Manager]







May 27, 2025

Evaluation Meeting Sign-In Sheet

Meeting Title: RFP 25-006

Date: 5/21/2025

Time: 10:43

#	Name (Printed)	Title/Role	Organization/Department	Phone/Email	Signature
1	Lucas Ford	procurement Mgr	The City of Linn		
2	Jessica Dwyer	Central Purchasing Specialist	Finance / City	305 809 3823 jdwyer@cityoflinn.com	
3	GARY MORRIS	SR. PROPOSER	CITY / A CM	305 809 3783 gary.morris@cityoflinn.com	
4	DANICA GALLME	Preservation Manager	City of Key West - Planning	305 809 3975	
5	JOE WALSH		Hayes Roberts Group		
6					
7	Darkley	Asst. Director	Historic Sites of Linn	305 747 0055	
8					
9					

RFP #25-006 402 Wall Street Evaluation Sheet

Evaluation Criteria – Proposals will be scored and ranked by the Evaluation Committee, based on the following criteria and points:

Scoring Matrix:

Category	Category Points Assigned	Evaluator Points Assigned	Comments
Experience: a. Successful track record of operating facilities similar to the proposed Project. b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s)	30	30	- extensive experience in operating museums & historic properties (Key West, SAV, St. Augustine, FL, San Diego)
Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25	25	budget of \$1,134,505

<p>and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 			
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 	25	25	<ul style="list-style-type: none"> - museum expansion enhances educational value - interactive installations supports long-term adaptive reuse
<p>Feasibility:</p>	20	18	<ul style="list-style-type: none"> - adaptive reuse, wall repair, exhibit installation, rehabilitation

<p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>			
Total Points	100		

Required Documents / Check Box if provided: ** Missing affidavits **

- 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) Vendor Certification Regarding Scrutinized Companies List ☒

- 7) Indemnification Form ☒
- 8) Local Vendor Certification ☒
- 9) Affidavit Attesting to Noncoercive Conduct for Labor Services ☒
- 10) Minimum Insurance Requirements / Risk will review ☒

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Scoring Matrix:

Category	Category Points Assigned	Evaluator Points Assigned	Comments
Experience: a. Successful track record of operating facilities similar to the proposed Project. b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s)	30	27	- 23 yrs of experience - detailed team w/ professionals - lack of preservation experience in rehabilitation of historic structures.
Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25	21	budget of \$370,000

<p>and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 			
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 	25	22	<ul style="list-style-type: none"> - supports local artists - proposes vending carts (retail) - remove drop ceiling - new doors + awnings - repair terrazo - repair exterior parge coating
<p>Feasibility:</p>	20	17	<ul style="list-style-type: none"> - improvements to historic structure.

<p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>			
Total Points	100		

Required Documents / Check Box if provided:

- 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) Vendor Certification Regarding Scrutinized Companies List ☒

- 7) Indemnification Form ☒
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- 10) Minimum Insurance Requirements / Risk will review ☐

HQ2

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Experience: a. Successful track record of operating facilities similar to the proposed Project. b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s)	30	26	
Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25		

<p>and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 		25	
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 		25	
<p>Feasibility:</p>		20	

<p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>		20	
Total Points	100	96	

Required Documents / Check Box if provided:

- 1) Anti-Kickback Affidavit ☒
- 2) Non-Collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
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2/10/2024 [Signature]

HTA

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Scoring Matrix:

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Experience: a. Successful track record of operating facilities similar to the proposed Project. b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s)	30	30	
Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25		

<p>and cost to the proposed <u>Cable</u> <u>Hut(s)</u> Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 		25	
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 		21	
Feasibility:	20		

<p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>			20	
Total Points	100		100 96	

Required Documents / Check Box if provided:

- 1) Anti-Kickback Affidavit ☒
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Scoring Matrix:

T S & G

Category	Category Points Assigned	Evaluator Points Assigned	Comments
Experience: a. Successful track record of operating facilities similar to the proposed Project. ✓ b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. ✓ c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) ✓	30	30	
Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25	23	

<p>and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 			
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 	25	22	
<p>Feasibility:</p>	20	17	

<p>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.</p> <p>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.</p> <p>d. <u>Cash flow</u> projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.</p>			
Total Points	100	92	

Required Documents / Check Box if provided:

- 1) Anti-Kickback Affidavit ☒
- 2) Non-Collusion Affidavit ☒
- 3) Public Entity Crimes Form ☒
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Scoring Matrix:

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Financial Capacity: a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope	25	<i>25</i>	

<p>and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:</p> <ul style="list-style-type: none"> i. Financing comparable projects. ii. Access to sufficient debt and equity for the project proposed. iii. On-going relationships with financial sources. 			
<p>Project Vision and Key Objectives:</p> <ul style="list-style-type: none"> a. Consistency of proposed vision and objectives for the project discussed. b. Responsiveness to key objectives. c. Fit and synergies of proposed use(s) and improvements with surrounding land uses. d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area 	25	24	
<p>Feasibility:</p>	20	19	

a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.

b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.

d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses.

Total Points	100	94	

Required Documents / Check Box if provided:

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APR 1, 2023

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