



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

***Truman Waterfront Amphitheater - Event Manager Ranking  
Committee Meeting RFP 19-003***  
Meeting Minutes  
3/1/2019

Location: KWCH  Job Site  Teleconference

Subject of Meeting: Ranking Committee Meeting

Status of Minutes: Draft  Final

Attendees:	Company:
Kreed Howell	CKW
Steve McAlearney	CKW
Todd Stoughton	CKW
Marcus Davila	CKW
Michael Turner	CKW
Doug Bradshaw	CKW
John Paul Castro	CKW
Larry Bleil	Race World Offshore
Jim Gilleran	TWAB
Charlie Bauer	KW Songwriters
Lindsey Sigafos	We've Got the Keys (WGTK)
Nadene Orr	WGTK
Jordan Snodgress	AAG Live
Kelly Norman	Rams Head Promotions (RHP)

Attended by Telephone:  
Bill Muehlhauser RHP



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### ***Truman Waterfront Amphitheater - Event Manager Ranking Committee Meeting RFP 19-003***

Meeting Minutes

March 1, 2019

**Purpose:** Meeting of the Ranking Committee to review, select or rank proposals made for the Truman Waterfront Amphitheater Event Manager. Responsive Proposers were as follows:

- 1) Rams Head Productions
- 2) We've Got the Keys/AAG Live

**Discussion/Comments:**

- 1) Meeting was called to order at 11:05 by Steve McAlearney (Steve), Director of Engineering, City of Key West.
- 2) Steve began the meeting by allowing each of the committee members to ask questions (if any) of the proposers prior to formal ranking. John Paul Castro (JPC) was the first to respond with a question.
  - a. JPC requested clarification from Rams Head Production (RHP) of the 20% net income, after tax would come to the City, what taxes are they speaking of? RHP responded that the net revenue is after any assessed taxes (sales tax). RHP further clarified that the 20% the City would receive would be 20% of their total net profit.
  - b. JPC requested clarification from RHP on the length of the proposed contract. The RFP stipulates a 2 year contract and in RHP's proposal they requested a 3 year term with a 3 year option. RHP responded that it would take a solid 2 years to start generating any money so a 2 year contract would not be satisfactory.
  - c. JPC requested clarification on the maintenance portion. RHP verified that they would take care of everything except landscape maintenance and that would be the City's responsibility.
  - d. JPC and Todd Stoughton (Todd) requested clarification on the financial return to the City from We've Got the Keys/AAG Live (WGTK/AAG). Based on the RFP it was unclear the 25% return would be based on gross sales or 25% of total profit. After a phone conversation with the principle of WGTK/AAG (Jason), it was verified that the 25% would come from gross sales.
  - e. JPC inquired from WGTK/AAG about their maintenance program as well. They proposed that the only thing the City would be responsible for is the landscape maintenance.
  - f. Todd questioned Engineering staff as to metering of water, sewer and electric. Engineering responded that in light of both proposers level of responsibility once the Amphitheater was turned over to the event coordinator the City would transfer all the services over to them.



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- g. Todd questioned how/who local events (Key West Highschool Band) would go to for coordinating individual events. Steve responded that everyone would go through the event manager.
  
- h. RHP further acknowledged that there would not be a charge for that event.

### **Final Ranking: Detailed ranking forms are attached with this document**

	<i>Rams Head Production</i>	<i>We've Got the Keys/AAG Live</i>
Steve McAlearney	83	52
Todd Stoughton	77	84
Doug Bradshaw	97	79
Marcus Davila	91	55
<u>John Paul Castro</u>	<u>79</u>	<u>83</u>
Total	85.4	70.6

Recommendation for the award of RFP 19-003 will be presented to the Key West City Commission for final approval.

Steve concluded the ranking committee meeting at 11:35.