



## THE CITY OF KEY WEST

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**TO:** Jim Scholl, City Manager  
**FROM:** Jim Bouquet, P.E., Director of Engineering  
**DATE:** July 2, 2018  
**RE:** Rejection of Proposals and Cancellation of RFP 006-18

### **ACTION STATEMENT**

Reject all received proposals and cancel *Key West Amphitheater Venue Management RFP 006-18*.

### **BACKGROUND**

The City of Key West solicited proposals for *Key West Amphitheater Venue Management* under Request for Proposal (RFP) 006-18. The City subsequently received three (3) responses to the RFP from the following firms:

- Frameless Creative, LLC.
- Nadene Grossman Enterprises, Inc. d/b/a We've Got The Keys
- Klass-Ex LLC.

On May 18, 2018, an Evaluation Panel consisting of City Staff and a member of the Truman Waterfront Advisory Board (TWAB) held a publicly advertised meeting to rank qualification and cost proposals of the three firms submitting responses to the RFP. Evaluation Panel rankings are attached for review. It should be noted that the TWAB representative elected not to rank respondents and recommended to reject all proposals (see attached J. Gilleran letter).

The intent of this RFP was to solicit proposals that would manage the facility without requiring capital outlay on behalf of the City. Firm management fees would be derived from event revenues. Unfortunately, all received proposals required significant City funding in addition to firms receiving revenue from sponsorship, etc. Additionally, respondents failed to provide detailed financial management plans for the facility.

MEMORANDUM

## **PURPOSE AND JUSTIFICATION**

Due to required City funding, lack of detailed financial management plans and general vagueness, rejection of all received proposals and cancellation of RFP 006-18 is in the best financial and performance interest of the City.

For the near term, City staff will continue to manage the Amphitheater.

## **FINANCIAL ISSUES**

Rejection of all received proposals and cancellation of RFP 006-18 has no current cost impacts to the City.

## **RECOMMENDATION**

Staff recommends rejecting all received proposals and canceling *Key West Amphitheater Venue Management RFP 006-18*. Staff recommends selecting a venue manager based on qualifications and negotiated fee; therefore, proposals should be requested using the Request for Qualifications (RFQ) process.