# CITY OF KEY WEST

## RFP Evaluation Committee Meeting Minutes

## RFP 25-005 – Cable Hut(s)

Date: 05/27/2025

Time: 10:04 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 [10:04 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 25-005 – Cable Hut(s), 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 Cable Hut(s).

### 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 |

| | | |
|---|---|---|
| | a. Successful track record of rehabilitating and operating facilities similar to the proposed Project.<br><br>b. Demonstrated ability to operate and maintain adaptive reuse real estate projects once completed, including addressing on-going maintenance needs.<br><br>c. Sufficient staff and consultant resources to deliver the Cable Hut(s) Redevelopment Project. | |
| 2. | Financial Capacity:<br><br>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:<br><br>i. Financing comparable projects.<br><br>ii. Access to sufficient debt and equity for the project proposed.<br><br>iii. On-going relationships with financial sources. | 25 |
| 3. | Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed in Section ___.<br><br>b. Responsiveness to key objectives contained in Section ___. | 25 |

| | | |
|---|---|---|
| | c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | |
| 4. | Feasibility:<br><br>a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed.<br><br>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.<br><br>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses. | 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) |
|---|---|
| Proposer 1 | [91] |
| Proposer 2 | [96] |
| Proposer 3 | [87] |
| Total/Average | 274/91.33 |
| Tropical Shell & Gift | Total Score (100 pts max) |
| Proposer 1 | [92] |
| Proposer 2 | [100] |
| Proposer 3 | [98] |
| Total/Average | 290/96.66 |

*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 10:45 AM.

Minutes submitted by:

[Lucas Torres-Bull]

[Procurement Manager]

May 27, 2025

## Evaluation Meeting Sign-In Sheet

Meeting Title: RFP 25-005

Date: 05/27/25

Time: _____

| # | Name (Printed) | Title/Role | Organization/Department | Phone/Email | Signature |
|---|---|---|---|---|---|
| 1 | Lucas Torres | procurement Mng | The city of Kw | — | |
| 2 | Jessica Durocher | Central Purchasing Specialist | Finance | 305 309 3823 jdurocher@ city of keynotlg.gov | |
| 3 | Patty Neyra | President Neyra Const. | Neyra Construction | 9546848805 pattyneyraconstruction.com | |
| 4 | Gary Moreira | Sr Prop Mgr | City - City Manager | 305 809 3783 | |
| 5 | Joe Walsh | | Hayes Robertson Group | 305-731-9972 | |
| 6 | Clinton Curry | Dir. of Operations | Historic Tours of America | 305 747 0099 | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

# RFP #25-005 Cable Huts Evaluation Sheet

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

Scoring Matrix: T S B G

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

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects. Nothing shown<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area. Not sure what adds vitality | 25 | 22 | |
| Feasibility: | 20 | 17 | |

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

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 ☐

? where are Forms and addendums

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

# RFP #25-005 Cable Huts Evaluation Sheet

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

Scoring Matrix: Hayes

| Category | Category Points Assigned | Evaluator Points Assigned | Comments |
|---|---|---|---|
| Experience:<br>a. Successful track record of operating facilities similar to the proposed Project. 5<br><br>b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse. 5<br><br>c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) 10 | 30 | 28 | |
| Financial Capacity:<br>a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope 5 | 25 | 25 | |

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects.<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project, discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | 25 | 21 | |
| Feasibility: | 20 | 17 | |

| | | | |
|---|---|---|---|
| a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed. 6.5<br><br>b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term.<br><br>d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses. 6.5 | | | |
| **Total Points** | 100 | 91 | |

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 ☑
8) Local Vendor Certification ☑
9) Affidavit Attesting to Noncoercive Conduct for Labor Services ☑
10) Minimum Insurance Requirements / Risk will review ☐

Add 1, 8, 2, 3

93.33

HRG

# RFP #25-005 Cable Huts 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:<br>a. Successful track record of operating facilities similar to the proposed Project.<br><br>b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse.<br><br>c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) | 30 | 26 | |
| Financial Capacity:<br>a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope | 25 | | |

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects.<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | 25 | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | 25 | 25 | |
| Feasibility: | 20 | | |

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

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 ☐
8) Local Vendor Certification ☐
9) Affidavit Attesting to Noncoercive Conduct for Labor Services ☐
10) Minimum Insurance Requirements / Risk will review ☐

HTA

~~N/R~~ N/R

# RFP #25-005 Cable Huts 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:<br>a. Successful track record of operating facilities similar to the proposed Project.<br><br>b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse.<br><br>c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) | 30 | 30 | |
| Financial Capacity:<br>a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope | 25 | | |

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects.<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | 25 | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | 25 | 25 | |
| Feasibility: | 20 | | |

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

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 ☐
8) Local Vendor Certification ☐
9) Affidavit Attesting to Noncoercive Conduct for Labor Services ☐
10) Minimum Insurance Requirements / Risk will review ☐

HTA

# RFP #25-005 Cable Huts 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:<br>a. Successful track record of operating facilities similar to the proposed Project.<br><br>b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse.<br><br>c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) | 30 | 30 | - operate Key West Aquarium and other tourism focused historic attractions. |
| Financial Capacity:<br>a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope | 25 | 24 | budget $455,781 |

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects.<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | 25 | 25 | - environmental education<br>- reef & turtle conservation (partnerships) |
| Feasibility: | 20 | 19 | - partnerships, consistent w/ nearby historic structures. |

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

Required Documents / Check Box if provided: Missing Forms | Addendums (3)

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 ☑

HRG

restaurants

# RFP #25-005 Cable Huts Evaluation Sheet

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Scoring Matrix:

| Category | Category Points Assigned | Evaluator Points Assigned | Comments |
|---|---|---|---|
| Experience:<br>a. Successful track record of operating facilities similar to the proposed Project.<br><br>b. Professional experience in developing and executing historic preservation projects including team qualifications with adaptive reuse.<br><br>c. Sufficient staff and consultant resources to deliver the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) | 30<br>8<br><br>7<br><br>15 | 26 | - experience in developing & operating restaurants & retail stores<br>- plans include seating structure in front of historic cable huts & restaurant within historic structure. |
| Financial Capacity:<br>a. Proven ability of Proposers to possess or attract equity and debt capital for projects similar in scope | 25 | 24 | - already funded? |

| | | | |
|---|---|---|---|
| and cost to the proposed Cable Hut(s) Redevelopment Project as evidenced by:<br>i. Financing comparable projects.<br>ii. Access to sufficient debt and equity for the project proposed.<br>iii. On-going relationships with financial sources. | | | |
| Project Vision and Key Objectives:<br><br>a. Consistency of proposed vision and objectives for the project discussed.<br><br>b. Responsiveness to key objectives.<br><br>c. Fit and synergies of proposed use(s) and improvements with surrounding land uses.<br><br>d. Overall ability of the project to add to the vitality of the surrounding Mallory Square area | 25 | 20 | - increased public activation<br>- coral nursery<br>- splash fountain<br>- preservation conflicts |
| Feasibility: | 20 | 17 | |

| | | | |
|---|---|---|---|
| a. Evidence of ability of the Respondent to attract necessary public and private investment for the Cable Hut(s) Redevelopment Project proposed. | 9 | | - adaptive reuse concerns per preservation guidelines |
| b. Feasibility of the concept to address the needed physical improvement to and retrofit of Cable Hut(s) in the near term. | 5 | | |
| d. Cash flow projections that demonstrate the project, once operational, will meet all lease, debt service and operating expenses. | | | |
| **Total Points** | 100 | | |

Required Documents / Check Box if provided:

1) Anti-Kickback Affidavit ☑
2) Non-Collusion Affidavit ☑
3) Public Entity Crimes Form ☐
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