



Tropical Shell & Gift, Inc.

A subsidiary of Historic Tours of America, Inc. - *The Nation's Storyteller.*

www.historictours.com

201 Front Street • Suite 210 • Key West, FL • 33040 (305)292-8917

Lucas Torres-Bull
Procurement Manager
c/o City Clerk
City of Key West
1300 White Street
Key West, FL 33040

Re: RFP 25-007 – Hospitality House

Dear Mr. Torres-Bull:

Please find attached to this cover letter our response to the above referenced RFP 25-007, Historic Building Rehabilitation, Lease and Adaptive Use, Hospitality House, Key West, Florida 33040.

By way of introduction, my name is Clinton Curry and I am the Project Manager for the proposer, Tropical Shell & Gift, Inc. (hereinafter TS&G) a wholly-owned subsidiary of Historic Tours of America. TS&G is the current leaseholder of city-owned property in Mallory Square inclusive of the Key West Aquarium.

The proposer and parent company are both corporations with offices at 201 Front Street, Suite 224, Key West, Florida. Our website address is www.historictours.com. The primary contractor that will be used for the project is Neyra Construction, LLC whose office address is 201 Front Street, Suite 112, Key West, Florida 33040. Phone: 954-684-8805. Neyra Construction is incorporated in the State of Florida and is owned by Patricia Ali Neyra whose certified General Contractor license number is: CGC 058194. A secondary contractor that will be used for the project is Serge Mashtakov P.E., President of Artibus Design whose office is 3710 N. Roosevelt Blvd., Key West, Florida 33040. Phone: 305-304-3512

Proposer, TS&G, is primarily involved in retail operations in several of the Historic Tours of America city operations. Retail operations are executed in Key West, St. Augustine, Florida, Savannah, Georgia, Washington, DC, Boston, Massachusetts and San Diego, California. Historic Tours of America is a national company whose primary business is sightseeing, historic attraction operations and real estate operations which are executed in Key West, Florida, St. Augustine, Florida, Savannah, Georgia, Washington, DC, Boston Massachusetts, Nashville, Tennessee, San Antonio, Texas, San Diego, California and Charleston, S.C. A comprehensive list of all operations is extensive and immediately available upon request.



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In the course of parent company operations, the company has been involved in historic restoration since beginning in 1973 in Key West, Florida, originally under the name Old Town Key West Development, Ltd. Properties became a subsidiary of Historic Tours of America in 1980. Rehabilitation and adaptive reuse projects since the inception of the company have included:

- Multiple buildings on the 600 and 700 block of Duval Street, Key West.
- Adaptive reuse of leased city property at Mallory Square.
- Construction of several vacation rental properties in Key West (list available upon request).
- Construction and adaptive reuse of historic properties in St. Augustine, Festival Market in Old Town Square in St. Augustine, Potter's Wax Museum and the Welcome Center in St. Augustine.
- The Prohibition Museum in Savannah, Georgia.
- Several retail construction projects in Savannah, Georgia (list available upon request).
- Current construction projects include the Savannah Pirate Museum and Old Savannah Distillery.
- Boston Tea Party Ships & Museum.
- Washington, DC Welcome Center.
- The Reuter Building, San Antonio, Texas.
- Festival Marketplace at Old Town Market, San Diego.

A comprehensive list, including these and additional construction and adaptive use projects is available upon request.

The primary contact concerning this request for proposals for the proposer will be: Clinton Curry, 305-747-0099 whose email address is Clinton.curry@historictours.com and physical office location is 122 Simonton Street, Key West, Florida 33040.

The proposer is ready, willing and able to perform all services identified by this response to the subject RFP and will abide by the terms of the Request For Proposal including all attachments.

Thank you for your kind attention.

Sincerely,

Clinton Curry
Director of Operations

Tab 2. Conceptual Plan/Design RFP 25 – 007 Hospitality House

Key West has been blessed with the opportunity of becoming a visitor destination. Mallory Square, the most iconic waterfront public space in Key West, is a place where visitors and residents gather to view one of the world's most famous sunsets and celebrations, nightly! No other waterfront space on the island matches the collective of historic structures, a continuity of local crafts, food and performers than sunset at Mallory Square. What better place than this location, for incorporating an adaptive use of the historic structures with their preservation and the incorporation of environmental education, conservation and restoration.

What Tropical Shell & Gift and Historic Tours of America proposes for the Hospitality House in Mallory Square is to first pay homage to the building's historic significance in our maritime history with signage and historic objects displaying its use within the Mallory Steamship Company. As one of the more than 1700 contributing resources in the Key West Historic District, maintaining as much of the building's original characteristics, while adapting it for future use, within our proposal, is paramount. Our primary proposed use is for environmental stewardship, focused on environmental education, restoration and conservation of our marine environment.

The Key West Aquarium represents a unique coupling of history and conservation education. The exhibits and displays showcase the interconnectedness of the ecosystems of the Florida Keys with the people who benefit from them. The exhibits within the aquarium display information about the species housed as well as the role that they play in their habitat.

The Key West Aquarium is located in the heart of Mallory Square, a central location in Old Town Key West that is popular with tourists and locals alike. This makes it a prime location to host events and act as a hub for conservation groups to use for outreach. The aquarium regularly hosts events for groups like Reef Relief, Save-A-Turtle, Coast Love, Coral Restoration Foundation, and Plant-A-Million Corals Foundation, but the available space limits the number of materials presented and the number of guests able to attend. The neighboring Hospitality House presents a solution to the space constraints of the aquarium, particularly for educational programming.

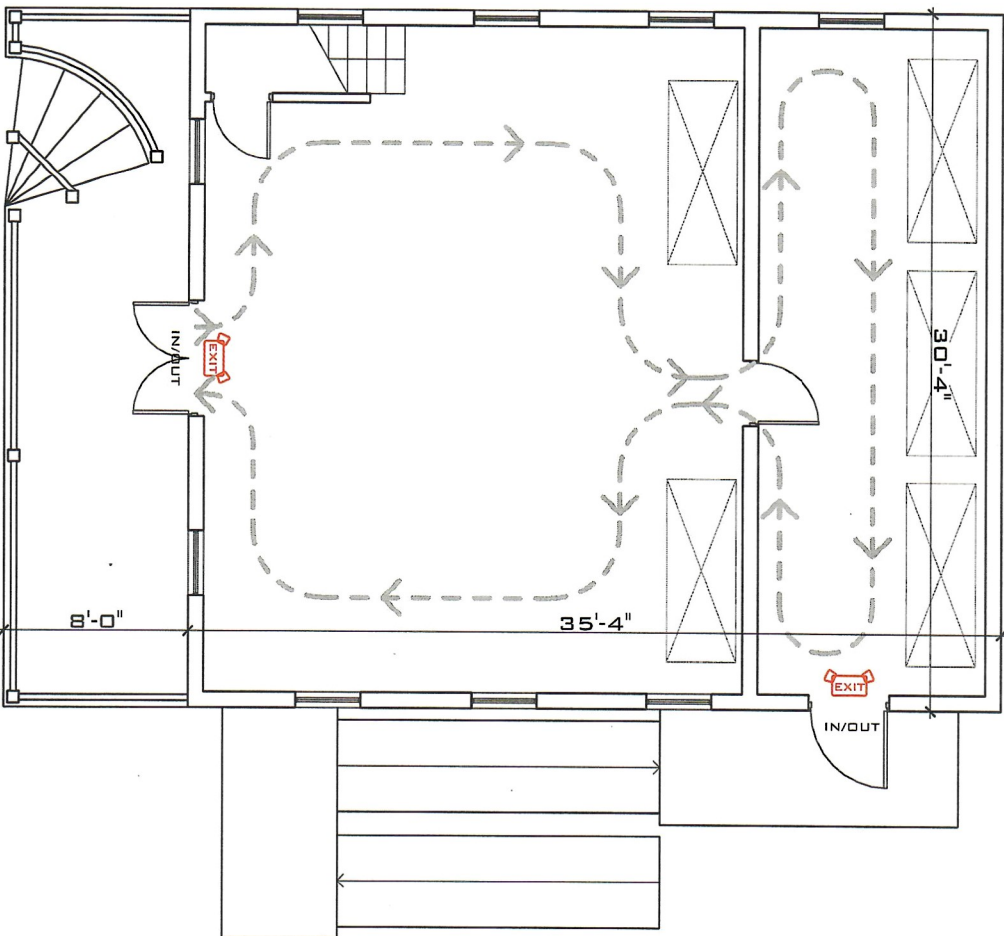
The Hospitality House has great potential for use as an education and event center for guests of the Key West Aquarium as well as the conservation groups we support. The aquarium regularly receives requests to host summer camps, field trips, birthday parties, and fundraising events, but is often not able to accommodate the number of people or the type of programming requested due to the space available.

The Hospitality House would be rehabilitated and retrofitted to act as a classroom and event space for special programming, and an education center with more hands-on learning experiences for our aquarium guests. This space would not only further the mission of the Key West Aquarium to educate guests about our local marine environment and ways that we can protect it, but also support the missions of area conservation organizations. Large, themed exhibits could be displayed on a rotating basis and tailored to current events such as sea turtle nesting season, coral bleaching events, and lobster fishing season. Interactive exhibits using kinetic learning to make connections to vulnerable species and understanding the importance of these types of tools. Guests could help build a coral tree and contribute to active conservation work. Activities and graphics that are currently only available on a limited basis in the aquarium could be presented all the time, including games about shark and ray sensory systems, shells and artifacts, microscopes to view plankton, and recycling art activities. There are many more stories to tell than the space within the aquarium will allow. The Hospitality House will allow Key West's Aquarium to expand into a dry exhibition space and be better at delivering the message of stewardship of our waters.

The Key West Aquarium plays a vital role in the educational and conservation landscape of the Florida Keys. Through interactive exhibits, community outreach, and a strong focus on local marine species, we provide an essential platform for fostering environmental awareness and stewardship. One of our greatest areas for impact lies in our ability to reach and educate thousands of visitors annually, many of whom carry their newfound knowledge and appreciation for marine ecosystems back to their homes around the world. As such, the Key West Aquarium serves our community as a beacon of marine education and a critical ally in the ongoing effort to protect and preserve the natural treasures of the Florida Keys. The adaptive uses described above for the Hospitality House serves the desires of the Mallory Square Master Plan, from education, restoration, public art, environmental programming and property care. With inclusion into the Key West Aquarium general admission ticket, fees from this admission will go towards maintenance of the building, the grounds, programs, marketing, City of Key West rent, and salaries of our aquarium team. In addition, after hour programs will help to supplement the items listed above, at the same time expanding the use of the building for the adaptive reuse.

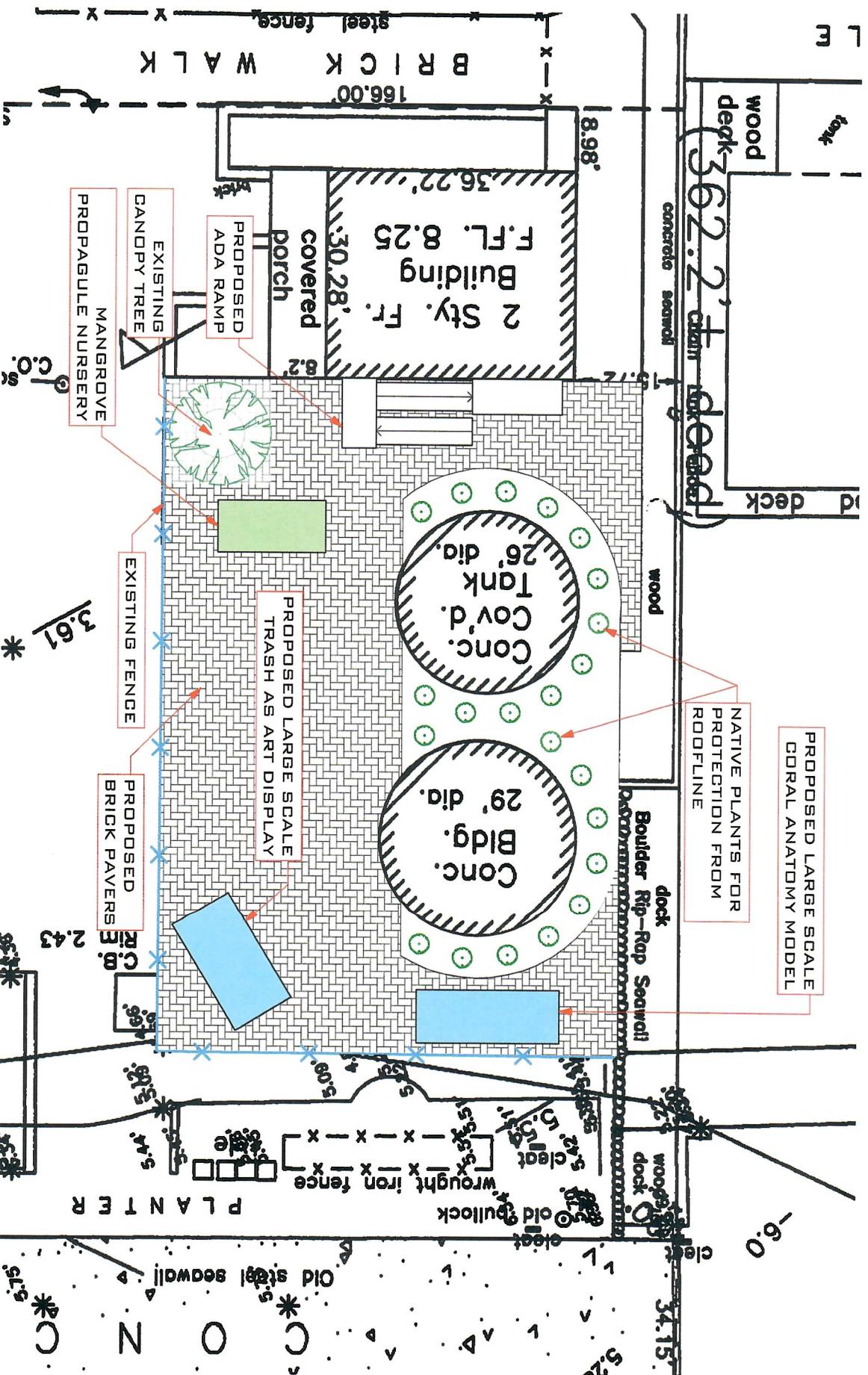
HOSPITALITY HOUSE - DEVELOPMENT PROGRAM TABLE

SQUARE FOOTAGE	TYPE OF USE
240 SF	Office, storage and HC access
810 SF	Display and classroom engagement area



PROJECT INFORMATION	
1. PROJECT SCOPE	THIS PROJECT COMPRISES THE REMODELING OF AN EXISTING COMMERCIAL RETAIL SPACE INTO A MUSEUM EXHIBIT PLACE RELATED TO ORIGINAL BUILDING USE AS SHIPS CHANDLERY
2. SITE INFORMATION	
ZONING:	MPS
FLOOD ZONE:	ACS
CODE COMPLIANCE DATA	
1. APPLICABLE CODES:	FLORIDA BUILDING CODE (FBC) - EXISTING BHM EDITION (2023) FLORIDA FIRE PREVENTION CODE (FFPC) - BHM EDITION (2023) FLORIDA ACCESSIBILITY (FBC) EXISTING BUILDING FLORIDA FIRE PREVENTION CODE (FFPC) - BHM EDITION (2023)
2. CONSTRUCTION TYPE	TYPE V-B 0 HR FIRE RESISTANCE RATING FBC-B: CHASER 5
3. USE AND OCCUPANCY CLASSIFICATION	RESIDENTIAL A-3 ASSEMBLY DINING GALLERY AND MUSEUM FBC-B: SECTION 1006.2
4. HEIGHTS AND AREAS:	PROJECT AREA: NET AREA 1,986 S.F., GROSS AREA 11,072 S.F. PROJECT HEIGHT: 1 STORY 130.0 FT
5. OCCUPANT LOAD:	OCCUPANCY A: FACTOR LOAD: 30 NET SPACE AREA 986 S.F. OCCUPANT LOAD 33 PERSONS TOTAL OCCUPANT LOAD 33 PERSONS
6. COMMON PATH OF TRAVEL:	OCCUPANCY A-3: 75' MAXIMUM (WITHOUT SPRINKLER SYSTEM) FBC-B: TABLE 1006.2.1 =36' PROVIDED
7. TRAVEL DISTANCE:	OCCUPANCY A-3: 200' MAXIMUM (WITHOUT SPRINKLER SYSTEM) FBC-B: TABLE 1017.2 =36' PROVIDED
8. EGRESS EXIT AND DOOR OPENING:	OCCUPANCY A-3: OCCUPANT LOAD OF SPACE < 500 2 EXIT REQUIRED FBC-B: SECTION 1006.2.1 0.2' PER OCCUPANT * 33=6'-6", 32" MINIMUM FBC-B: SECTION 1010.1.1 (1) 60" AND (1) 42" OPENINGS PROVIDED

HOSPITALITY PRELIMINARY FLOOR PLAN
SCALE: 1/8" = 1'-0"



SITE PLAN DIAGRAM
SCALE: 1" = 20'



Environmental Education
Center

Sea Turtle Conservation

Coral Restoration

Tab 3. Development Team Information

The developer and proposer for this proposal is Tropical Shell & Gift, Inc., a wholly owned subsidiary of Historic Tours of America, Inc. Both entities are organized in the State of Florida.

The principal representative of the participating firm and proposer is Clinton Curry, the Regional Manager of the Key West operations. The other principal representatives of the firm and proposer are Chris Belland, the CEO of Historic Tours of America and Edwin O. Swift, III, President of Historic Tours of America. Clinton Curry has been an employee of the company for 37 years. Mr. Belland and Mr. Swift are founding owners of the firm and have been partners in the companies since 1973.

At the present time, the number of employees in Key West is 312 and it operates the Conch Tour Train and Old Town Trolley sightseeing companies along with the Key West Aquarium, the Shipwreck Treasure Museum, the Little White House, Sails to Rails Museum, eleven retail profit centers and three food service operations, including El Meson de Pepe, the Key West Cooking School and the Conch Fritter Stand. As such, the firm has an extensive management team, a large maintenance staff and a property management company. Finally, the company has successful and profitable operations in ten cities around the United States and has the financial and organizational capacity to perform what is proposed herein.

Relevant Experience

The company had its beginning as a construction company in 1973 restoring a number of buildings on Duval Street and in the Mallory Square area. It has gone on to continue the path of real estate development in its other city operations throughout the country. The construction has included festival marketplaces, standalone vacation rental projects, standalone attraction operations and multiple garage facilities. The signature ability of the company has been in historic rehabilitation involving the planning and redevelopment of historic structures, including but not limited to the Harry S. Truman Little White House on Truman Annex in Key West, the Shell Warehouse in Mallory Square, Building 21 in Key West, Building 1 in Key West, the Old Jail complex in St. Augustine, the American Prohibition Museum in Savannah, Georgia, the construction of a 3700 square foot retail store in Washington, DC on 10th and E Street, the construction of an on-the-water attraction complex known as the Boston Tea Party Ships & Museum, the recent acquisition in the partial rehabilitation of the historic Reuter Building in San Antonio and the Whaley House in San Diego (one of the first masonry structures in Southern California and one of the most historic buildings in the state).

DEVELOPMENT TEAM INFORMATION

Serge Mashtakov
Artibus Design – Engineering and Planning
3710 N. Roosevelt Blvd, Key West, FL 33040

Artibus Design will provide construction drawings and engineering which includes but is not limited to the items requested in the RFP:

- Site plan illustrating the extent of proposed development, access points, site circulation, general configuration of uses, etc.
- Floor plans illustrating internal building program.
- Occupancy capacity calculations.

Gilbert Sanchez, President
Preference Consulting – survey-level 3D spatial mapping services
1422 Northwest 82nd Avenue, Doral, FL 33126

Preference Consulting will provide an interactive, visual 1:1 representation of existing conditions, allowing immersive navigation through space and AutoCAD files with measurements (floor plans, elevations and sections).

Patricia Neyra, President
NEYRA Construction
201 Front Street, Suite 112, Key West, FL 33040

Patricia Neyra has been a Certified General Contractor Since 1996. She has extensive commercial construction experience which includes restaurants, retail, offices, ice cream shops, cafes and medical offices. Neyra Construction will provide all pre-construction and construction management services.

Shannon Musmanno, President
Designing the Keys – Interior Design Services
1616 Atlantic Blvd., Key West, FL 33040

Shannon Musmanno has 20 plus years experience working on commercial projects. Shannon will provide the developer product options, images, and color boards of spaces.

References

These are references for TS & G. You have our permission to contact them:

Michele White
Sr. Commercial Relationship Manager/SVP
First Horizon Bank
330 Whitehead Street
Key West, FL 33040
305-294-6330

Bill Horn
William P. Horn Architect P.A.
915 Eaton Street
Key West, FL 33040
305-296-8302

Luis Busquets
Black Dog Advertising
11767 S. Dixie Highway, # 376
Miami, FL 33156
786-210-8282

Tab 4. Management Team

Tropical Shell & Gift, through its parent company, Historic Tours of America, has an extensive management team in the city to manage all aspects of an attraction such as is proposed. The management team members resumé's are here.

The overall Director of Operations Manager is Clinton Curry whose oversight includes, among other duties, Old Town Trolley, Conch Tour Train, Key West Aquarium, Truman Little White House and Shipwreck Treasure Museum. Mr. Curry reports directly to the Chief Executive Officer, Chris Belland, on a weekly and sometimes daily basis.

The General Manager in Key West is Brent Lyons whose direct oversight includes, among other duties, the Truman Little White House, Key West Aquarium, Shipwreck Treasure Museum and Sails To Rails Museum. His current duties will extend to include the Hospitality House within the Key West Aquarium day-to-day operations.

Daily maintenance and all other extended maintenance programs are handled by Mike Gibson who is the overall maintenance manager for all parent company businesses and also for other real estate projects throughout Key West including Old Town Key West Development and four vacation rental projects. His team of maintenance staff include HVAC, electric, painting, carpentry and cleanliness crew comprised of 29 employees.

Eddy Herrera is the IT Manager for all Key West operations and oversees a staff of four employees for the maintenance, supervision and operational aspects of all IT equipment, including computers, internet, telephones and ticketing facilities.

Joyce Unke is the real estate Property Manager for all company real estate, including oversight for taxes, insurance and leasehold management.

Joanna Huestis is the Human Resources Supervisor for all HR matters for the entire company, including Key West.

Tom Sutton is the Insurance Manager for all company insurance policies throughout the nation, including those involved in Key West.

All company employees mentioned herein are in the section of the company resumé's.

Chris Belland – CEO

Chris Belland is founder and Chief Executive Officer of Historic Tours of America. Aside from four years at the University of Pennsylvania's Wharton School of Finance, he has spent his entire life in Miami and Key West. His penchant for history comes from three years as an exchange student in South America and trips to Europe during his college years. He has joined his avocation, which is a love of history, into his vocation which is showing off the historical importance of the cities in which our company operates.

As part of the company's philosophy of giving back to the community, Mr. Belland also formed the Key West Attractions Association, was the first founding president of the Key West Montessori Children's School and has served on the Boards of the Florida Attractions Association and the Key West Chamber of Commerce. He is presently a columnist for the local newspaper and his works can be seen at hindsightsandinsights.blogspot.com.

"Showing off the incredible eight cities that Historic Tours of America operates in has been one of the greatest joys of my life."

Edwin O. Swift, III - President

Edwin O. Swift, III is a founder, President and Director of Historic Tours of America. It was probably the fact that Ed's father was the head photographer for the St. Louis Star Times and, in fact, was one of those photographers who took the picture of Truman holding up the "Dewey Wins!" newspaper, that caused him to go into the camera business in Key West.

Not only was Ed in retail for 15 years, he has also lived the company's philosophy by being active in the community serving as Monroe County Commissioner, President of the Chamber of Commerce and being one of the foremost and earliest proponents and developers of affordable workforce housing. He is presently working on the Florida Keys Assisted Care Coalition and the Friends of Mallory Square which built the Key West Historic Memorial Sculpture Garden.

Says Ed, "Being able to make such a positive impact on my community has been my greatest accomplishment. Not only was I involved in the early restoration of a depressed city but I have been part of the process in making this one of the most interesting and desirable destinations to live and visit."

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Clinton Curry – Director of Key West Operations

Clinton Curry has been employed in various positions with Historic Tours of America and today serves as the Director of Operations for our Transportainment®, Museums, and Attractions operations in Key West. Clinton has been working with Historic Tours of America since 1987, starting as a stock boy for our retail operations and server within our food and beverage operations in Mallory Square. By the early 1990s he began working as a tour guide at the Key West Aquarium, promoted in 1999 to Operations Manager of the Key West Aquarium. In 2004 Clinton was promoted to General Manager of the Key West Shipwreck Treasure Museum and in 2016 assumed the role of Director of Museums and Attractions. Throughout his tenure with the company, Clinton has assisted with the development of several other city tours, including the highly popular Ghosts & Gravestones of Key West Frightseeing® Tour. Clinton serves as Executive Director for the Key West Harry S. Truman Foundation, has been a board member and officer of the Key West Attractions Association, and volunteers time to many of our local non-profit organizations and our community at large. Furthering his understanding of the City of Key West's operational needs, Clinton has completed training as an Ambassador for the City of Key West. In his own words, what he enjoys most about working at Historic Tours of America is the "opportunity to serve those I work with and to meet people from all over the world, while sharing the cultural history of my hometown."

As a seventh-generation, native-born Key Wester, Clinton and his family are well-rooted in Key West. In his spare time, Clinton and his family enjoy the many wonderful land and sea activities available in the Fabulous Florida Keys.

Freddy Varela - Controller

Freddy M. Varela has been employed as the company's controller since August 2001. As controller of the company, Mr. Varela is responsible for analyzing, interpreting, and controlling the company's accounting and financial records. His duties cover all of the accounting functions of the company such as general accounting, budgeting and forecasting, accounting methods and procedures, taxes, and internal auditing. Mr. Varela also works closely with the independent accounting firm that performs the company's annual audit.

He is currently serving a four year term as a member of the Monroe County Tourist Development Council. Mr. Varela is also involved with Key West Little Conch Baseball as a baseball coach as well as serving as league president for 6 years. Prior to joining the company, Mr. Varela was a senior accountant for a public accounting firm in Key West for over 10 years. Mr. Varela graduated from Florida International University in August 1990 with a BA in accounting.

Joanna Huestis – Director of Human Resources Joanna Huestis joined Historic Tours of America in 2010 as the Human Resources Director, working from our Key West corporate office. She is now leading a diverse department of professionals throughout the US with an emphasis on developing subject matter experts in each area under her direction. Her focus has always been on teaching, mentoring, and strategic planning.

As a graduate of the University of South Florida, she achieved a Bachelor of Arts degree in Communications and later earned a Master of Science degree in Organizational Leadership from Southern New Hampshire University. With over 25 years of HR experience, she holds both the SPHR and SHRM-SCP professional certifications.

Joanna enjoys travel, gardening, and boating with her husband in the beautiful waters of the Florida Gulf Coast.

Brent Lyons – Director of Key West Attractions

Brent Lyons is the General Manager of Attractions in Key West. He joined Historic Tours of America in 2018 and has worked in various roles in every HTA tour and attraction in Key West. Brent holds a bachelor's degree in business administration and a master's degree in supply chain management.

Brent's very involved in his community where he coaches youth baseball, volunteers in community activities, serves on multiple boards of directors for various associations, and participates in the Key West Chamber of Commerce. His wife, Carly, is a local elementary school teacher, and together they have 3 young children.

Brent was a successful Independent Contractor for years with FedEx in Grand Rapids, Michigan. He relocated his family to the Lower Florida Keys in 2011 and became the District Manager for Coca-Cola, where he earned the company's Innovation Award for developing and launching a successful local sales and marketing program. He was then recruited to become the General Manager for a large Coca-Cola facility in the Black Hills of South Dakota. After a couple years contemplating why they gave up eternal paradise for the cold winters in South Dakota, he moved his family back to the Florida Keys and reinvented himself once again in the tourism industry. Joining HTA has been one of the most exciting steps in Brent's career: "I really enjoy the tourism industry, the guests who choose to vacation where I live, and serving the amazing CAST here at HTA Key West!"

When Brent is not in the office, he's likely on his boat in the beautiful waters surrounding the Lower Keys spending time with his family!

Piper Smith – Vice President of Marketing

Piper L. Smith began her career with Historic Tours of America in 1983 working in the Conch Tour Train Ice Cream Parlor and Gift Shop while on breaks from college. After graduating from the University of Florida with a degree in Advertising, she came back to work at the company's newly created in-house marketing department as an assistant. During her career with the company Piper has worked in retail, food service, sales representative, vendor and charter sales, and as a tour conductor. In 1998 Piper was promoted to Vice President of Marketing for Historic Tours of America where she oversees all marketing aspects for the company. As an avid traveler, working for a company with operations in eight fabulous destinations is a dream come true. Piper has been involved in the Key West community since graduating from college. She currently serves on the Monroe County Tourist Development Council District Advisory

Committee and has served on the boards Florida Keys Lodging Association, Key West Attractions Association, Tropic Cinema, and Key West Historic Memorial Sculpture Garden. She served for seven years as a mentor as part of Take Stock in Children. She is a two-term past president of the Key West Attractions Association and Big Brothers/Big Sisters of Monroe County where she was a Big Sister for six years. Her other passion besides travel is golden retrievers and she serves as a volunteer for Everglades Golden Retriever Rescue.

Joyce Unke – Director of Property Management

A native Floridian, Joyce Unke, born in Sanford, FL, the “celery capital of the world,” is the Director of Real Estate & Property Management for Historic Tours of America and its subsidiaries. She started her career as an assistant to Gerald “Mo” Mosher and Michael Cates Sr., two of the original four partners of Historic Tours, in a small office off Duval Street in Key West, in 1994! Over the next years, real estate law, contract writing, permitting, maintenance, and negotiating skills were handed down to her by her mentors. She since then has grown and managed hundreds of both residential and commercial properties. Joyce has been involved in the intricate process of local management of over five workforce housing projects within the city and county, median & moderate income.

Joyce is passionate when it comes to Commercial real estate in Key West. She is a take charge, negotiate the deal, and get it done person! She works with large corporate tenants, as well as local entrepreneurs, businesses, and artisans as well.

Joyce loves the hands-on interaction with all tenants alike. In addition, she also enjoys working with the entire team of Historic Tours of America which she also calls her “family”!!

Tom Whitney – Operations Manager, Harry S. Truman Little White House

Has over 40 years in the hospitality industry, graduated from University of Houston with a BS in Hospitality Management. Tom worked for Hyatt Hotels for 23 years. Most notable career accomplishment was the opportunity to work with the local developer and the Owners to build and open The Marker Hotel in Key West as General Manager. Tom and his wife Cathy have lived in the Florida Keys for 11 years. Tom has been with HTA for 3 years. Away from work Tom enjoys being out on the water, fishing, playing Golf and riding his bike.

Michael Gibson – General Manager – Facilities Maintenance/Management

My name is Michael Gibson. I am currently a General Manager for Historic Tours of America for their Facilities Maintenance. I have been with them for 13 years. I previously lived in the Triad of North Carolina where I operated my own business for 18 years. My business was a complete design build operation in the Landscaping industry, to include 3 retail locations and hardscaping. I have spent the better part of my career developing and maintaining the exterior of properties. Both commercial and residential. Throughout my career I have also worked as a sales representative for a company named Hughes Supply offering construction products to contractors and municipalities. I decided to change careers and went to work for Land Rover as a sales manager. I did this for 2 years before moving to Key West. Before and during my career I obtained my degrees in Horticulture as well as IT.

Eddy Herrera – IT Manager

Joined the HTA team in April of 2023 as the IT Manager. 15+ years of experience in various IT fields including network administration, systems administration, physical IT infrastructure design and installation and 10+ years of experience in management. I worked in various capacities for the City of Key West in the facilities maintenance and transportation departments in management roles before moving to Lower Keys Medical Center where I worked for 9 years as the IT Systems and Network Administrator. I hold a Bachelor of Science degree in Business Management from Miami Dade College and various certifications in computer networking and I am certified by the FIU program for public administration management.

Clinton Curry

1201 19th Terrace, Key West, FL 33040 · 305-747-0099

Office email- clinton.curry@historictours.com

Personal email- cjpkwf@gmail.com

This document contains my work history, volunteerism and community involvement, which is focused on the sharing of the culture and heritage of Key West and the Florida Keys through the management of local attractions, museums and transportation tours.

EXPERIENCE

2018 – PRESENT

DIRECTOR OF KEY WEST OPERATIONS, HISTORIC TOURS OF AMERICA, INC.

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, FL. –

- Key West Aquarium
- World Famous Conch Tour Train
- Old Town Trolley Tours
- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West
- Harry S. Truman Little White House Museum
- Sails to Rails Museum
- Key West Cooking School

2015 – 2018

DIRECTOR OF KEY WEST ATTRACTIONS, HISTORIC TOURS OF AMERICA, INC.

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, FL. –

- Key West Aquarium
- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West
- Harry S. Truman Little White House Museum

2004 – 2015

GENERAL MANAGER

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, FL. –

- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West

1998 – 2004

ASST. OPERATIONS MANAGER / ASST. CURATOR

Provided animal welfare and educational outreach for aquarium aquatic inhabitants ranging from elasmobranchs, gamefish, tropical fish, coral exhibits and marine sea turtles. Maintain records for animal husbandry, monthly and quarterly reports, veterinarian health checks and administration of prescribed medications.

- Key West Aquarium

1992 – 1996

AQUARIST & TOUR GUIDE

Provided animal welfare and educational outreach for aquarium aquatic inhabitants ranging from elasmobranchs, gamefish, tropical fish, coral exhibits and marine sea turtles.

- Key West Aquarium

EDUCATION

MAY, 1994

ASSOCIATES OF ARTS, FLORIDA KEYS COMMUNITY COLLEGE

VOLUNTEER – COMMUNITY SERVICE

AMBASSADOR ACADEMY 2006 - CITY OF KEY WEST

BICYCLE ACTION COMMITTEE

BOARD MEMBER KEY WEST ATTRACTIONS ASSOCIATION

- **PRESIDENT**
- **VICE PRESIDENT**
- **TREASURER**

KEY WEST HOLIDAY LIGHTED BIKE RIDE

CHILDREN'S DAY COMMITTEE

WOUNDED WARRIOR PROJECT KEY WEST RIDE

MALLORY SQUARE SCULPTURE GARDEN

FRIENDS OF MALLORY SQUARE

KEY WEST HARRY S. TRUMAN FOUNDATION

Brent Lyons

Professional Summary

Successful, hands-on servant leader with a career progression focused on continuous improvement, self-development, and exceeding expectations. Experience executing strategic and tactical company initiatives by managing and directing end-to-end operations that are attentive to a world class customer experience. Passion for growing the achievements of the team(s) around me through fun and rewarding strategies concentrating on mentorship, productivity, and teamwork.

Experience

2018 – Present Historic Tours of America Key West, FL

General Manager

- Serve as General Manager providing operational oversight to all HTA tourism operations in Key West.
- Provide analysis of operations to evaluate the performance of a company and the staff in meeting objectives, maximize investments and to determine areas of program improvement, or policy change
- Prepare and control annual budgets for 9 companies in Key West, forecast revenues and expenses across multiple departments, and prepare cap ex proposals
- Analyze P&L statements monthly to ensure budgetary compliance, maximize revenues and control costs
- Work directly with various operations managers to develop action plans to enhance the operation or solve organizational or departmental issues
- Confer with organization officials and staff members to discuss obstacles, coordinate activities and resolve problems
- Identify, establish and maintain effective working relationships with client groups and audiences, government officials, and media representatives and use these relationships to develop new business opportunities, assist in determining the best way to communicate publicity information to them and drive sales
- Negotiate contracts and agreements with suppliers, distributors, federal and state agencies and other organizational entities

2016 - 2018 Coca-Cola

Black Hills, SD

General Manager

- Direct, manage and engage an 80-person workforce in tactical direction and organizational strategy
- Prepare and control \$23MM annual revenue and expense budget
- Analyze profit and loss statements, bring line items within budget by making necessary corrections to operational procedures

- Foster a high-performance growth culture and promote partnership between all business functions
- Identify opportunities and remove barriers through building the capabilities of managers and development of the entire team
- Strategically negotiate business relationships with key partners including Mount Rushmore, Crazy Horse Memorial, Sturgis Motorcycle Rally, multiple colleges, school districts, cities and professional organizations
- Innovate and analyze metrics for areas of opportunity to educate key stakeholders and ensure success of implemented changes

2014 - 2016 Coca-Cola

Big Pine Key, FL

District Manager

- Manage a team of Account Managers to deliver complete customer satisfaction while exceeding performance goals and initiatives
- Received Innovation award for program development in the Florida Keys
- Identify customer trends and potential product supply constraints quickly to maximize performance and mitigate OOS
- Forecast, track, and report performance results using Excel, SAP, Tableau, Margin Minder and various other reporting tools
- Remove barriers between direct reports and product supply management to achieve long term and short-term process planning to ensure flawless execution of customer and company goals

2011 - 2014 Coca-Cola

Big Pine Key, FL

Account Manager

- Negotiate programs to simultaneously achieve customer needs and company initiatives
- Excelled in all sales metrics while providing industry leading customer service
- Forecast inventory levels for hundreds of SKUs across multiple categories to ensure customer and consumer demands were met to maximize profits while minimizing waste and holding cost
- Developed unique programs to meet individual and company goals while being profitable for customers
- Collaborated with customers to identify and meet short and long-term goals, ensuring their consistency with corporate objectives

2005 - 2010 FedEx

Grand Rapids, MI

Independent Contractor

- Owned and operated a parcel delivery corporation under an independent contract with FedEx Ground
- Managed all aspects of the business from budgeting, contracts, fleet management, recruitment, hiring, training, supply planning and logistics

BrenttenLyons@yahoo.com

- Grew business year over year and generated a 113% profit upon sale of the contract
- Gained expertise in supply chain/distribution industry with one of the world's largest companies

2003 - 2005 DHL

Grand Rapids, MI

Package Delivery Driver

- Operated a parcel delivery route
- Managed all aspects of the role from sorting, loading, routing, driving, delivery, and customer service
- Worked closely with local ownership to develop efficiencies, and drive margins

Education

2012 - 2015 Florida Institute of Technology

Melbourne, FL

- MBA, Supply Chain Management

2010 - 2011 Western Michigan University

Kalamazoo, MI

- **Bachelor of Science, Business Administration**

2003 - 2005 Grand Valley State University

Allendale, MI

- Undergraduate Coursework, Finance Major

2000 - 2003 Grand Rapids Community College Grand Rapids, MI

- Associate of Arts, Business Administration

Certifications

- OSHA 10, General Industry Safety and Health Certification
- First Aid and CPR Certified, American Heart Association
- USCG Captain License (6 Pack) w/Towing Endorsement
- CDL Class C w/Passenger Endorsement
- TWIC Credential

Associations

- Key West Attractions Association
- Key West Chamber of Commerce
- Key West Lodging Association
- Florida Attractions Association

Interests

- Coaching local youth sports
- Boating
- Fishing
- Camping
- Hiking
- Golf
- I also enjoy many other outdoor activities with family and friends

TOM WHITNEY

SENIOR MANAGEMENT PROFESSIONAL – HOSPITALITY

PROFILE

Proven professional who has a history of working in the hospitality industry. Skills include driving growth, keeping customers happy and managing staff/vendors. As a dynamic, self-driven professional with years of experience providing hands-on leadership to consistently meet and exceed the company's and customer's expectations. Astute analyst, strategic thinker, and creative problem solver. Adept at analyzing internal and external conditions to develop plans, processes and procedures aligned to both short and long-term requirements. An excellent communicator and customer service provider. Believes in relationships and drives business through results.

CONTACT

PHONE:

240-535-7379

EMAIL:

TomWhitney89@gmail.com

ADDRESS:

1135 Thatch Lane, Cudjoe Key, FL 33042

HOBBIES AND LOVES

Biking, Scuba diving, golf, windsurfing and woodworking.

ACHIEVEMENTS

Opening GM, The Marker, first new build resort in Key West in 20 years.
Reflagging Westin property to Hyatt Regency Santa Clara.
Coordination of construction of two leased restaurant spaces Hyatt Regency Bethesda
NFL Super Bowl Commissioners party
Hyatt Regency McCormick Place Opening
Beverage Trainer
Department Head of the Year Grand Hyatt Washington

EDUCATION

Bachelor of Science - University of Houston, Conrad N. Hilton College of Hotel & Restaurant Management Houston, Texas.

WORK EXPERIENCE

Historic Tours of America- Operations Manager 8/22- present

Daily management of Truman's Little White House, the only Presidential Museum in Florida

Meisel Holdings Key West- General Manager 6/21- 5/22

Manage 3 unique boutique hotel assets in the Key West Market. Responsible for a 20-million budget between 3 hotels and a Bar and Liquor store.

Vacasa LLC – General Manager 12/17- 6/20

Develop relationships with over 270 homeowners and managed their vacation rental properties. Managed over 300 homes from Key West to Key Largo. Responsible for over 22-million-dollar annual budget. Transitioned a small local company into a large nationally known company in the vacation rental market in Key West. Managed a staff of 22 employees from reservations agents, Housekeeping supervisors, maintenance engineers, and owner relations managers. Had some of the highest Net Promoter Scores in the entire company, Guest NPS 50 and Owner NPS score of 70.

Sysco South Florida – Marketing Associate 2/16 - 11/17

Re-established relationships with 32 individual restaurant owners and operators that were previously neglected due to a lack of a dedicated sales force, which lead to successfully establishing trust as well as recapturing business. Responsible for annual sales of \$3.5 million. Present innovative ideas aligned with customer business goals dedicated to capturing growth in new market areas of opportunity. Create customized ordering reports to enhance ordering process, provide inventory control, and regulate PAR levels.

Highgate Hotels – Complex General Manager 4/15 - 2/16

Recruited by Highgate Hotels to oversee renovation of the Fairfield Inn & Suites (133 rooms) and Hilton Garden Inn (141 rooms). Oversee day-to-day operations of both properties during and after construction implementing enterprise- wide operational goals while enhancing operating performance. Annual revenues for combined properties of \$21 million with 50% GOP. Achieve highest ranking of guest service scores within Marriott scoring standards through the development of customer service team incentive programs. Manage 25 employees and \$11 million dollar budget to develop business process improvement, ensuring optimum performance and customer service across all departments. Achieved a score of 87.3 on first brand standard audit.

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OTHER EXPERIENCES

Northwood Hospitality, General Manager 6/2014- 4/2015

Recruited by Northwood to oversee new construction and opening of 96 luxury boutique hotel in Key West, The Marker Waterfront Resort

Created an investment opportunity for a new ownership group within four months of opening.

Successfully aligned construction business planning with hotel opening performance timelines.

Managed 40 employees with an operational budget of \$12 Million

Negotiated cross-marketing opportunities with local businesses in exchange for rent and commission on associated sales.

Achieved top 10 on Trip Adviser within four months of opening.

Recognized leader in Community participating in Chamber of Commerce and Key West Lodging Association.

Hilton Garden Inn, Columbia MD, General Manager 6/2013-6/2014

Developed Front Office team that positively impacted customer service scores

Revamped the nonexistence Rooms preventative maintenance program with Chief engineer.

Successfully coordinated the complete lobby and restaurant renovation.

RB Properties, Washington DC, Corporate Quality Assurance, General Manager 2008-2013

Provided Corporate support to five hotels and one free standing restaurant, creating a service culture within the organization

Developed service standards based on steps of service, engagement with customers, and empowerment.

Developed a guest feedback tracking system and metrics to share best practices and set benchmarking goals for Hotel General Managers.

Provided leadership to the General Managers overseeing a total of 860 rooms.

Standardized all branding and marketing materials for the hotel collection.

Hyatt Hotels 1985-2008

Hyatt Regency Jacksonville , FL- Senior Rooms Executive

Hyatt Regency Santa Clara, CA- Rooms Executive

Hyatt Regency Bethesda , MD- Director of Operations, Food and Beverage Director

Hyatt Dulles, VA- Director of Food and Beverage

Grand Hyatt Washington, DC - Assistant Food and Beverage Director, Communications Manager, Assistant Front Office Manager, Executive Steward, Beverage Manager

Hyatt Regency Los Angeles, CA - Banquet Manager, Assistant Banquet Manager

Hyatt Regency Orange County CA - Restaurant Manager, Beverage Manager

Hyatt Regency Buffalo, NY - Corporate Trainee, Assistant Banquet Manager

JOHN HODGE

DEVELOPMENT & OPERATIONAL LEADERSHIP

Big Pine Key, Florida 33043 • 203-648-2430 • hodgepodgenf@gmail.com •

EXECUTIVE PROFILE

Dynamic operations and organizational leader with demonstrated success directing development, business, fiscal, and administrative operations. Highly respected for interpreting organizational vision and strategy, translating objectives into actionable plans, and building relationships with internal and external business partners to deliver results. Possess vast experience in public relations and crisis management as well as non-profit leadership spanning staff oversight and development, fundraising, and service and program portfolio management. Expertise in building operating infrastructures and developing frameworks to enhance performance while containing costs to impact the bottom line.

AREAS OF EXPERTISE:

- Strategic Business Planning
- Fiscal & Administrative Oversight
- Program Launch & Management
- Strategic Alliances & Partnerships
- Staff Leadership & Development
- Organizational & Infrastructure Development
- Public Relations & Crisis Management
- Fundraising & Grant Administration
- Event Management
- Policy Development & Administration

EXPERIENCE & ACHIEVEMENTS

THE STEPHEN SILLER TUNNEL TO TOWERS FOUNDATION | 2013 – 2020

Chief Operating Officer (COO)

Oversee and build and management of all foundation operations from inception in 2002, transitioning from a volunteer to part-time employee and ultimately full time senior executive leader. Hold full accountability for directing daily administrative and operational functions charged with executing on strategies and vision to achieve foundation objectives.

- Raised \$2.5+ million in 2019 by producing the annual 5k Run in New York City with 30,000 attendees which retraced the final steps of Stephen Siller, a member of the Fire Department of New York, that perished in the collapse of the South Tower on 9/11.
 - Partnered with the NYPD and 13 other agencies to secure a private security force of 80 agents and 15 dogs to ensure the safety of both runners and crowds in accordance with the operations plan.
 - Managed operations for all associated events, including artistic performances across five stages with 3.5 miles of live sound installed on the run route, two VIP dinners, and a street fair with approximately 20,000 guests.
 - Captured additional funding of \$1.2 million annually by capitalizing on the success of the NYC Tunnel to Towers 5k run which enabled the creation of 60 other runs country wide to raise awareness for the foundation.
 - Negotiated the broadcast of the event on all 15 CBS owner-operations stations nationwide as a one-hour special with 90% of the video footage leveraged provided by an internal video production crew and received multiple Emmy Awards for the production in the New York market.
- Implemented and staged an annual stair climb event at One World Trade Center as the only authorized stair climb at the Freedom Tower with global participants, raising \$500,000 annually; secured sponsorship for the event by Fox 5 New York City that airs a 30 minute special which received numerous Emmy nominations within the New York market.
- Directed production activities for 20 to 30 special events, including concerts with such artists as Gary Sinise and the Lt Dan Band, parades honoring heroes, home dedications, and golf outings; cultivated relationships with and incorporated dignitaries, celebrities, politicians, and first responders in events to increase recognition of foundation efforts.
- Built strong working relationships with corporate sponsors and donors, including the Home Depot, NY Jets, Carpet One, GMC, Mohawk Industries, and Johnson & Johnson to further funding, public relations, and promotional activities; named by GMC as Charity of Choice and garnered more funding annually from the Home Depot than any other U.S. foundation.
- Produced galas to honor the founders of Home Depot, General Motor's CEO and CBS' president raising \$8+ million in total.

- Leveraged Ground Zero artifacts to design, contract, and manage the 9/11 Never Forget Mobile Exhibit, an 80-foot tractor trailer that unfolds into 1,100 SF museum with 350,000+ people across 35 states and Canada touring the exhibit and educating individuals on the events of 9/11.
- Managed and administered the smart home program designed to offer mortgage-free smart home to catastrophically injured service members with 75 homes provided to date.
- Launched the Gold Start Family Homes Program in 2018, an initiative providing mortgage-free homes to widows and families of people that lost lives in the U.S. military, giving home to 25+ families to date.
- Conceptualized and instituted the Fallen Firs Responder Program created to pay off mortgages for families of first responders killed in the line of duty subsequent to the death of two NYPD detectives and developing into a national program with 50+ law enforcement, fire, and EMS recipients.

TOWN OF NEW FAIRFIELD, CONNECTICUT | 2005 – 2013

First Selectman & Mayor

Elected to office four terms charged with overseeing the town's daily administrative functions and partnering with key partners and constituents to make decisions impacting the community-at-large.

- Attained a AAA bond rating during the 2008 recession, one of 200 municipalities in the country to receive the highest rating.
- Captured budgetary cost savings through a 20% reduction in staff levels while maintaining optimal services.
- Oversaw 21 municipal capital improvement projects with a total value of \$55 million over eight years.

GATEWAY PLAYHOUSE | 1983 – 2000

CANDLEWOOD PLAYHOUSE | 1993 - 1998

Theater Owner, Operator, & Producer

Produced 75+ show at for-profit venues, including two winners of Best Musical in Connecticut – Phantom and Tommy from critics with Tommy receiving more awards than any other musical in the state, including Best Musical, Best Actor, Best Actress, Best Lighting Design, Best Set Design, and Best Musical Direction.

Early Career Success: National and International Touring Producer at Gateway Theatrical and Candlewood International

AWARDS & HONORS

Who's Who in Executives and Professionals, Honored Professional (1998 – 1999 Edition)

Melvin Jones Fellow – for Dedication to Humanitarian Services by Lions Club International Foundation (2010)

Official Citation, State of Connecticut General Assembly, for Selfless Giving to the Community (2012)

Certificate of Special Congressional Recognition, Meritorious Achievement (Year)

NYPD Ardy Award, Tunnel of Towers Foundation, Support of Men and Women Who Protect Our Country (2018)

PROFESSIONAL AFFILIATIONS

Member: Candlewood Lions Club (1996 – Present) and Candlewood Lake Authority (2010 – 2019)

Board Member: Hope Foundation for Kids (2007 – Present) and Board of Finance, New Fairfield, Connecticut (2013 – 2017)

Founding Member: Tunnel to Towers (2001 – 2013)

Chairman: Houston Valley Council of Elected Officials (2009 – 2013)

GARY WALKER

Port Orange, Florida

Bigtimeaquarium@gmail.com

(405) 822-5470

Summary of Qualifications

- Thirty years' experience in maintenance and care of marine and freshwater life support systems.
- Curatorial and Directorial roles at multiple public aquarium facilities.
- Advanced PADI diver, DAN oxygen provider, CPR, Basic Medic First Aid and Pediatric Medic First Aid.
- AALSO certifications of LSS 1 and Water Quality 1 completed.
- Significant working knowledge in design, fabrication, maintenance and installation of large-scale aquatic exhibits.

Employment History

Key West Aquarium, Assistant Operations Manager Jan 20, 2025- Present

Supervise and manage daily operations of the Aquarium facility including Life Support, Aquarists and associated programs and facility development.

Daytona Aquarium and Rainforest Adventure, Director of Husbandry and Life Support 2022 - 2025

Contracted to install all aquatic exhibitory, Scope of services included; assembly of fiberglass exhibits, acrylic panel installation, complete LSS design and installation, developing a budget and acquiring all LSS equipment, coordinating with the general contractor and all associated vendors and contractors, GPS layout and installation of subflooring LSS piping for exhibits via architectural plans, water testing of all exhibits post assembly, design and installation of an Atlantic sea water treatment system for all incoming sea water, installation of backwash water retainment and treatment vessels, procurement of all aquatic animals including transport and quarantine, insuring all exhibits were cycled and inhabited for the facility's opening.

Also responsible for drafting job postings for relative employee positions and performing subsequent interviews and hiring. Once the facility was open I developed all Husbandry and Life Support protocols and training/supervising of all staff in both departments. Further duties were ensuring compliance with Florida Fish and Wildlife Conservation Commission special use permitting for all aquatic and herpetological animals as well as compliance with USDA regulations. Ongoing duties also include consultation with our on-call veterinarian for any animal treatments as needed. I am the lead for any Life Support system modifications, repairs or expansions as well as all husbandry protocols adjustments or water quality assessments or concerns.

Aquatic Exhibits International, Crew lead LSS installer 2020

Responsible for supervising an installation team installing life support systems for the Aquarium at the Boardwalk in Branson, Mo. This was a 55 million dollar facility of which 5 million was the budget for the life support installation. Supervised installers ensuring that all systems and applications were properly configured and installed via industry and architectural standards. This included following and making on-site modifications of BIM 360 blueprints, ordering appropriate materials and supplies and ensuring quality checks on all systems once completed. Installation systems and components included; high rate sand filters, UV units, ozone units, chiller units, heat exchangers, automation systems, drum filters, air actuated valving, as well as associated PVC fittings and pipe fitting up to 24" diameter.

Oklahoma City Zoo, Assistant Curator of Marine Mammal Life Support/Aquatics 2019-2020

Responsibilities include marine mammal life support maintenance & management, water quality, husbandry and life support requirements for all fish/elasmobranch, establishing dietary and quarantine protocols coordinated with the Oklahoma City Zoo Veterinary staff as well as employee scheduling and training.

Electric City Aquarium & Reptile Den, Contractor/Interim Director.

2017-2018

Contracted to supply and install all aquatic exhibits for The Electric City Aquarium. This included a 30,000 gallon shark exhibit, 20,000 gallon Amazon exhibit and associated gallery system totaling 100,000 gallons. Scope of work included delivering fiberglass and acrylic displays on site, assembling exhibits via fiberglass and silicone sealing, designing appropriate life support systems, complete installation of all life support systems, procuring exhibit animals, cross country aquatic animal transportation, setting up husbandry and LSS protocols, developing quarantine protocols and ensuring all systems were biologically cycled and stocked prior to opening. Further responsibilities included interviewing for staffing the new facility and subsequent training of employees on husbandry, water quality and life support duties.

Upon completion of the aquarium facility, served as Director of facilities and implemented operational protocols, hiring, training and scheduling of staff, animal acquisition, quarantine and disease protocols of new arrivals, public relations coordinator and spokesman, established educational/conservational tours and outreach, set forth guidelines and training for exhibit water quality parameters as well as all life support guidelines and protocols, established networking with other public aquarium facilities.

Aquatic Resource Technologies (ART), Owner

Oklahoma City, OK

2003-2017

Established and operated an aquatic exhibit consultation company. Including, aquarium maintenance/sales and jellyfish propagation, development and construction of jellyfish aquariums.

Manufacturing capabilities include acrylic, glass, fiberglass and steel aquarium fabrication shop as well as complete custom designed life-support systems.

Installed aquarium exhibits for the Bass Pro Shops in Broken Arrow, OK totaling 40,000 gallons.

Set up the Bernice State Park Nature Center for the OK Department of Tourism, including a 750 gallon native freshwater exhibit along with several other aquatic, amphibious and taxidermy exhibits.

Maintenance contractor for Oklahoma City and Broken Arrow Bass Pro Shops aquarium exhibits

ART was subcontracted by ATM of Las Vegas to assist in the installation the viewing panels for the Oklahoma City Zoo's Oklahoma Trails aquatic exhibits. The company was sold December, 2015.

Sealife Services, Owner

Las Vegas, NV

2001-2003

Founded seafood maintenance company specializing in high volume live seafood holding systems.

Maintenance of large-scale seafood holding systems for high volume hotels in Las Vegas, including constructing warehouse style seafood systems for the MGM Grand Hotel and Mandalay Bay Hotel that would handle concentrated and highly fluctuating animal loads Sealife Services was also subcontracted by ATM of Las Vegas to do aquarium installations nationwide generating over \$300,000 in net revenue annually

**Shark Reef Aquarium, Mandalay Bay, Life Support/Aquarist
2000-2001**

Las Vegas, NV

Team leader in the construction and opening of Shark Reef Aquarium. Including the initial setup of quarantine and exhibit systems, receiving of all animals, quarantine treatments and conditioning, capturing and transporting large sharks from the quarantine facility to the aquarium exhibit.

Daily operational duties were ensuring continuous animal health by life-support maintenance, monitoring feeds, water chemistry analysis and disease prevention and treatment, anesthetized surgery on various elasmobranchs. scuba diving to ensure display aesthetics.

Bellagio Hotel/Mirage Resorts, Curator of Aquariums

Las Vegas, NV

1998-2000

Responsible for initial setup and daily operation of three 1200-gallon jellyfish exhibits and their related quarantine systems.

Managed jellyfish propagation, culturing live artemia as food for jellyfish, water quality analysis, record keeping, the training of aquarists and the upkeep of all life-support systems and display aesthetics.

Developed three new jellyfish aquarium designs to increase the diversity of our collection.

Responsible for the daily activities of the Mirage Hotel's 20,000-gallon marine exhibit and the 2.5 million gallon bottlenose dolphin habitat.

Dallas World Aquarium, Freshwater Curator

Dallas, TX

1995-1998

Extensive working knowledge of supervising various aquatic species and their environments utilizing state-of-the art equipment and techniques.

Involved in all phases of a five-million dollar rainforest expansion project that encompassed: conceptual design, budgeting, obtaining equipment and materials from numerous vendors, hands on construction of exhibits and life-support systems, as well as obtaining/transporting exhibit specimens from other zoos and aquariums.

Activities included; training and supervising of all aquarists and interns, setting up husbandry, quarantine and dietary protocols for all marine and freshwater exhibits, daily water quality analysis, disease diagnosis and treatment, life support maintenance and record keeping.

Prepared the facility for successful accreditation into the American Zoo and Aquarium Association (AZA) by following exhibitory standards and requirements.

Education

Putnam City High School

Oklahoma City, Oklahoma

University of Central Oklahoma- Biology studies

Edmond, Oklahoma

Tab 5. Project Management Plan

The project will have three phases, including construction oversight, exhibit implementation and operations. For each phase, there will be a separate management plan.

During construction, oversight will be attended to by Clinton Curry and Chris Belland who will both be involved in overseeing the construction process, working directly with the general contractor, Neyra Construction. Both individuals have extensive experience in site management and construction processes, having been involved in multiple projects over the last 40 years.

The exhibit implementation will involve displaying educational messaging and hands-on exhibits focusing on conservation, restoration, engagement, amongst other displays within the Hospitality House. Both Mr. Curry and Mr. Lyons will oversee this project with various CASTmembers whose experience will be directed to their areas of expertise, including electronic facilities implementation, carpentry and "stage setting" the interiors. Through its parent company, TS&G has the availability of the Historic Tours of America Art Department who will be involved in setting up the various displays as anticipated in the floorplan contained herein.

Operations will follow the same format as other attractions owned and operated by the parent company, Historic Tours of America. There will be a site manager, John Hodge, who will be the direct overall manager during development with a longstanding experience of management as the Former COO of The Stephen Tiller Tunnels To Towers Foundation. There will be a full-time, onsite assistant manager of the Key West Aquarium itself with several employees such as Senior Aquarists, Aquarists, Life Support Specialist, maintenance and ticket sellers, etc. to run the day-to-day operation. They, in turn, will report to the Attractions Operations Manager who will, in turn, report to Mr. Lyons who will, in turn, report to and be overseen by Clinton Curry. All ancillary requirements, such as IT requirements, electrical, plumbing, HVAC, will be handled by interior providers at Historic Tours of America.



HOSPITALITY HOUSE

PRELIMINARY BUDGET

May 9, 2025

DESIGN SERVICES

3D spatial mapping services, floor plans, elevations and sections	\$1,725
Construction plans and engineering	\$10,920
Interior design services	\$7,000
TOTAL	\$19,645

CONSTRUCTION

ROOFING (Berridge metal shingles)	\$34,500
MECHANICAL	\$11,000
PLUMBING & FIXTURES (BATHROOM)	\$20,000
ELECTRICAL & LIGHTING FIXTURES (new 200 amp service)	\$35,000
LOW VOLTAGE	\$10,000
TERMITE TREATMENT (DRYWOOD)	\$5,705
TERMITE TREATMENT (SUBTERRANEAN)	\$1,440
BATHROOM TILE AND INSTALL	\$8,000
EXTERIOR DOORS AND WINDOWS	\$25,000
BATHROOM COUNTERTOP & ACCESSORIES	\$5,000
EXTERIOR PAINT	\$48,500
INTERIOR PAINT	\$35,100
CARPENTRY/HC RAMP/SHUTTER REPAIR	\$250,000
PAVERS/GRADING	\$8,000
GATE	\$6,000
PRIVATE PROVIDER	\$2,500
DUMPSTERS/TRASH HAULING	\$6,000
PERMIT/HARC FEE ALLOWANCE	\$10,000
GENERAL CONDITIONS – supervision, project management, weekly site cleaning, liability insurance, permit processing, NOC, protection, safety and final cleaning.	\$69,115
SUBTOTAL	\$590,860
OVERHEAD	\$29,543
PROFIT	\$62,040
TOTAL BUDGET	\$682,443

CONTRACTOR'S QUALIFICATION STATEMENT

Management and Business Profile

Submitted by: NEYRA Construction, LLC
201 Front Street, Suite 112
Key West, FL 33040
954-684-8805

NEYRACONSTRUCTION.COM

Type of Work: Commercial and Residential

ORGANIZATION:

State of Incorporation:	State of Florida
Date of Incorporation:	November 2017
Owner's Name:	Patricia Ali Neyra

LICENSING: Certified General Contractor license CGC 058194

NEYRA Construction is a licensed Certified General Contractor able to do business throughout the State of Florida. Patricia Ali Neyra has been licensed since 1996.

EXPERIENCE:

Listed below are categories of work done by our own forces:

- Estimating
- Permit processing
- Project management and supervision
- Layout and scheduling
- Office administration

Key Personnel:

- Patricia Ali Neyra, Owner, Certified General Contractor
- Daniel Gilbert, Project Manager
- Stacy Aguilar, Book Keeper

General Background and Experience:

Patricia Ali Neyra stated her professional career as Vice President of the Hollywood Economic Growth Corporation. Her role was to develop and expand businesses and redevelop underutilized properties in the office, industrial,

warehouse and retail sectors. She later founded and served as Vice President of Eastern Development for 15 years in Fort Lauderdale where she primarily focused on the construction of national retail chains and other commercial projects. Ms. Neyra moved back home to Key West and founded Check Construction and later bought out her partner and renamed the company NEYRA Construction. Ms. Neyra oversees the financial and administration of the company; as well as the estimating of all projects. She organized and directs all field activities to maximize manpower and equipment resources. Patty's attention to details and client needs, her ability to avert or solve problems and her dedication to client satisfaction have won her much praise from customers and subcontractors.

List of associated job experience:

CAFES/RESTAURANTS:

Coffee Beanery – Fort Lauderdale (Beachplace)
Coffee Beanery – Fort Lauderdale (Las Olas Boulevard)
Coffee Beanery – Pembroke Pines
Barnie's Coffee & Tea Company – Hollywood
DuBarry Chinese Restaurant – Plantation
Pretzel Twister – Miami (Dadeland Mall)
Quizno's Gourmet Sandwiches – Coral Springs
Waffeworks Restaurant – Hollywood
Chatroom Café – Hollywood
Chicken Kitchen – Coral Springs
Chicken Kitchen – Oakland Park
Chicken Kitchen – Hollywood
Chicken Kitchen – Boca Raton
Chicken Kitchen – Plantation
Chicken Kitchen – Davie
Chicken Kitchen – Miami Lakes
Atlanta Bread Company – Oakland Park
Atlanta Bread Company – Pembroke Pines
Atlanta Bread Company – Deerfield Beach
Atlanta Bread Company – Orlando (MetroWest)
Atlanta Bread Company Pizza/Pasta – Lake Mary
Atlanta Bread Company Pizza/Pasta – Palm Beach Gardens
Java Boys Café – Wilton Manors
Christina's Bar & Restaurant – Delray Beach
Christina's restaurant expansion – Delray Beach
Camille's Sidewalk Café – Fort Lauderdale
Dream Dinners – Sunrise
Coco's Asian Bar & Restaurant – Fort Lauderdale
Humpy's Pizzeria – Wilton Manors
California Tortilla Restaurant – West Palm Beach
Key West Cooking School – Key West

ICE CREAM SHOPS:

I Can't Believe It's Yogurt – Coral Springs
Haagen Daz – Key West
Ben & Jerry's – Key West

RETAIL:

Everything Wireless – Fort Lauderdale
Superga – Aventura (Aventura Mall)
All About Maternity – Pembroke Pines
Hoover Vacuum Company Store – Pembroke Pines
Leather & Comfort Furniture – Pembroke Pines
Leather & Comfort Furniture – Boca Raton

The Little World – Pembroke Pines

OFFICE:

Amel's, Nigel & Burgess Yachting Center – Fort Lauderdale
Community Blood Center of South Florida Offices (10,000 SF) – Boynton Beach
Key West Accounting – Key West

MEDICAL:

Hamilton Medical Offices – Fort Lauderdale
Weston Eye Center Retail & Optometrist Office – Weston
Weston Eye Center Retail & Optometrist Office – Weston (2nd location)
Pearle Vision Retail & Optometrist Office/Lab – Boca Raton
Pearle Vision Retail & Optometrist Office – Weston
Kohl Chiropractic Center – Pembroke Pines
Optiworx Retail & Optometrist Office – Coral Springs

SALONS:

Paradise Hair Salon & Spa – Pembroke Pines
Passion for Style Hair Salon – Pembroke Pines
Shear Excitement Hair Salon – Pompano Beach

MULTI FAMILY:

Stanley Apartments – Deerfield

RESIDENTIAL:

Everglades House condo renovation – Fort Lauderdale
Lockwood Estate renovation – Fort Lauderdale
Forbes residence addition, pool & renovation – Delray Beach
Ortlieb residence addition, pool & renovation – Delray Beach
Grozier residence addition & renovation – Delray Beach
Judge Greenhawt residence addition, pool & renovation – Fort Lauderdale
Brenner renovation – Key West
Casa Avila residence restoration and renovation – Key West
Stricken renovation – Key West
Driftwood Drive ground up residence & pool – Key Haven
Garcia ground up residence & pool – Big Coppitt

BRICK RESTORATION:

- Mel Fisher Museum – Key West
- Pilar Rum Building – Key West
- Shoppes of Mallory – Key West

REFERENCES:

CLIENTS:

Ileana Garcia
11 Diamond Drive
Big Coppitt, FL
(908) 415-0228

Kelly Marshall, General Manager
Key West Cooking School
291 Front Street
Key West, FL
(415) 412-7487

Lonnie and Sharon Gietter

Haagen Dazs Shop
625 Duval Street
Key West, FL
(908) 420-8166

TRADE REFERENCES:

Sub Zero, Inc. – Todd Oropeza
805 Peacock Plaza
Key West, FL
(305) 294-9243

Bella Construction of Key West, Inc. – Eddie Braswell
35 Diamond Drive
Big Coppitt, FL
(305) 292-9888

Eleven C Corporation – Barry Shapiro
5570 3rd Avenue, Suite C106
Stock Island, FL
(561) 856-0043

BANK REFERENCE:

Bank of America
3200 Flagler Avenue
Key West, FL 33040
305-294-9593

SURETY:

Island Insurance Company
3229 Flagler Avenue, Unit 112
Key West, FL 33040
305-294-6666

ASSOCIATIONS:

Key West Chamber of Commerce Member (past Board member- Secretary & Vice President)
Key West Women's Club (present Board Member – Member at Large)
Key West Business Guild Member
Tourist Development Council – DAC1 Board Member

AWARDS:

Key West Chamber of Commerce 2021 William Billy Appelrouth Award Recipient
Key West Women's Club 2023 Woman of the Year Award Recipient
Key West Chamber of Commerce 2024 Business for Beauty Award – William Curry Warehouse
Key West Women's Club 2025 Women Get Things Done Award Recipient
The Historic Florida Keys Foundation 2025 Award of Excellence – William Curry Warehouse

For more information, project pictures and references please go to:
NEYRACONSTRUCTION.COM



ARTIBUS DESIGN

ENGINEERING AND PLANNING

May 5, 2025

Patricia Neyra
E: patty@neyraconstruction.com

Subject: Work Order for

Architectural design services for the preparation of conceptual floor plans for 3 sites:

- 1) Ships Chandlery. An existing retail space +/- 2976 sq.ft. gross floor area. One story slab on grade.
- 2) Hospitality House. An existing commercial space +/-1800 sq.ft. gross floor area with storage attic space above. One story elevated on short piers.
- 3) Cable Huts. An existing industrial use structures +/-400 sq.ft. each. One story partially below existing grade and holding tidal waters

Project Location:

402 Wall St, (and vicinity)
Key West, FL 33040

Dear Ms. Neyra

Artibus Design LLC is pleased to present this engineering service proposal for the scope described below.

Scope of work:

Item A: Architectural Engineering Services

1. Prepare preliminary floor plans with occupancy capacity calculations based on the limited availability of floor plans and building footprints.
2. Review with the client and incorporate any changes (up to 2 rounds of revisions).

Item B: Site Engineering Services.

1. No site plan work is included into this proposal.

Item C: Structural Engineering Services

1. No structural engineering drawings are included into this proposal.

Item D: Mechanical, Electrical and Plumbing (MEP) Engineering Services

1. No MEP engineering drawings are included into this proposal.



ARTIBUS DESIGN

ENGINEERING AND PLANNING

Cost of Work:

Item A: Architectural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$3,600.00**
Time frame to be determined.

Item B: Site Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$N/A**
Time frame to be determined.

Item C: Structural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$N/A**
Time frame to be determined.

Item D: MEP Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$N/A**
Time frame to be determined.

Total Estimated Cost of Work item A through D \$3,600.00

Owner Provided Information: Recent topographic survey in CAD(.dwg) format, boundary, site features, topo elevations. Elevation Certificate.

Retainer: \$N/A. The retainer is not refundable if the work on the project started (Site visit performed, preliminary drawings created, etc.) The work will start within 7 days from the availability of executed proposal and retainer. Partial payments are due upon the completion of individual tasks and on monthly basis as a percentage of completion of individual tasks.

Deliverables: All drafts and preliminary plans or drawings will be delivered to the client in the electronic format via e-mail or other type of electronic sharing.

We will provide one (1) sets of preliminary floor plan documents to the Client for RFP submittal purposes.

Any additional copies of drawings shall be billed on the rates provided in the schedule of reimbursable expenses.

This proposal does not include any pool designs, environmental studies, benthic or bathymetric surveys, permitting fees, landscaping plans, mitigation documents and fees, hydrographic surveys or studies, local agencies building permitting, nor any other services not specifically described in the proposal but could be requested by the permitting agencies.

Sincerely,
Artibus Design LLC
Serge Mashtakov, P.E.
President

PAGE 2 OF 4

3710 N. ROOSEVELT BLVD,
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
WWW.ARTIBUSDESIGN.COM

SHIPS CHANDLERY – HOSPITALITY HOUSE – CABLE HUTS, KEY WEST, FL 33040



ARTIBUS DESIGN

ENGINEERING AND PLANNING

May 5, 2025

Patricia Neyra
E: patty@neyraconstruction.com

Subject: Work Order for

Architectural, structural site and MEP design services for the preparation of building permit application drawings for remodeling of existing spaces into new use as historical and cultural enrichment spaces.

- 1) Ships Chandlery. An existing retail space +/- 2976 sq.ft. gross floor area. One story slab on grade.
- 2) Hospitality House. An existing commercial space +/-1800 sq.ft. gross floor area with storage attic space above. One story elevated on short piers.
- 3) Cable Huts. An existing industrial use structures +/-400 sq.ft. each. One story partially below existing grade and holding tidal waters

Project Location:

402 Wall St, (and vicinity)
Key West, FL 33040

Dear Ms. Neyra

Artibus Design LLC is pleased to present this engineering service proposal for the scope described below.

Scope of work:

Item A: Architectural Engineering Services

1. Measure existing structures interior and exterior after demolition of non-historical finishes.
2. Prepare accurate as-build drawings for interior and exterior as needed for permitting and construction.
3. Prepare preliminary floor plans based on the clients input and proposed display elements and features.
4. Incorporate any changes (up to 3 rounds of revisions). And prepare architectural building permit drawings including life safety plans.
(Please note that fire suppression system design shall be provided by others and is not included in this estimate).

Item B: Site Engineering Services.

1. Prepare site plan as needed for permitting and construction (only applicable for Cable Huts and Hospitality House sites).
2. Please note that site design work will require a current detailed boundary and topographic survey of the site (not included into this proposal).
3. Please note that any potential variance application efforts (if needed) are not included into this proposal.
4. Please note that storm-water management system design (underground exfiltration trenches or other types of stormwater management if deemed necessary by City's engineering department is not included into this proposal).

Item C: Structural Engineering Services

1. Prepare structural engineering details for misc. structural improvements to properties. To include following elements:
2. Misc wall repairs to existing limestone walls for Chandlery building

PAGE 1 OF 5

3710 N. ROOSEVELT BLVD,
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
WWW.ARTIBUSDESIGN.COM

SHIPS CHANDLERY – HOSPITALITY HOUSE – CABLE HUTS, KEY WEST, FL 33040



ARTIBUS DESIGN

ENGINEERING AND PLANNING

3. Potential structural improvements to the existing roof framing in case damage is discovered during demolition of ceiling finishes.
4. New ADA ramp to access the Hospitality House.
5. New floor system (frame or concrete) for the elevated floors inside of Cable Huts
6. Potentially modifications to the existing roof system to allow adequate code compliant access into Cable Huts.

Item D: Mechanical, Electrical and Plumbing (MEP) Engineering Services

1. Prepare new mechanical (HVAC) plans for air conditioning and ventilation for new use in Ships Chandlery Building as needed for permitting and construction.
2. No new HVAC design is included for Hospitality House and Cable Huts.
3. Prepare new electrical engineering plans for Ships Chandlery Building based on final architectural design.
4. Prepare new misc. electrical engineering plans for Cable Huts.
5. Existing electrical system to remain for Hospitality House (any misc. updates shall be permitted by the contractor)
6. Prepare new plumbing engineering plans for potential bathrooms to be located inside Ships Chandlery Buildings (or existing to remain).
7. No plumbing design work is anticipated for Hospitality House nor Cable Huts.

Cost of Work:

Item A: Architectural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$24,600.00**

Time frame to be determined.

Item B: Site Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$8,200.00**

Time frame to be determined.

Item C: Structural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$7,600.00**

Time frame to be determined.

Item D: MEP Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$14,200.00**

Time frame to be determined.

Total Estimated Cost of Work item A through D \$54,600.00

Owner Provided Information: Recent topographic survey in CAD(.dwg) format, boundary, site features, topo elevations. Elevation Certificate.

Retainer: \$20,000.00. The retainer is not refundable if the work on the project started (Site visit performed, preliminary drawings created, etc.) The work will start within 7 days from the availability of executed proposal and retainer. Partial payments are due upon the completion of individual tasks and on a monthly basis as a percentage of completion of individual tasks.

Deliverables: All drafts and preliminary plans or drawings will be delivered to the client in the electronic format via e-mail or other types of electronic sharing.

We will provide one (1) sets of final digitally certified set of construction documents to the Client for permitting and construction purposes.

Any additional copies of drawings shall be billed on the rates provided in the schedule of reimbursable expenses.



ARTIBUS DESIGN

ENGINEERING AND PLANNING

Representative engineering experience and client references

1. City of Marathon, Various Projects

Carlos A. Solis, P.E.

Director of Public Works & Engineering

City of Marathon | Public Works

9805 Overseas Highway | Marathon, FL 33050

Office: 305-289-5008 | Cell: 305-481-0451

E: solisc@ci.marathon.fl.us

**2. City of Key West, Port and Marine Services
Various Projects**

Karen Olson

Deputy Director

Port & Marine Services

(305)809-3803

E: kolson@cityofkeywest-fl.gov

3. City of Key West, Engineering

Ian McDowell, P.E.

City Engineer

City of Key West

(305) 809-3753

E: cimcdowell@cityofkeywest-fl.gov

4. William P. Horn, R.A., NCARB, LEED AP (BD+C)

William P. Horn Architect, PA

Various Projects including for Monroe County and School Board

915 Eaton St,

Key West, FL 33040

305-296-8302

E: william@wphornarchitect.com

5. Robert Wright, M.S.Ed.

Principal

Various Projects for School and Basilica buildings

The Basilica School of Saint Mary Star of the Sea

700 Truman Avenue

Key West, Florida 33040

Phone: 305-294-1031

E: principal@basilicaschool.com

Tab 7. Financial Plan

The sources of capital for the entire project will be from resources already in the parent company and will be paid for as needed to achieve the elements of this proposal.

In this regard, as far as sources and uses are required, all sources are presently in hand and uses will be according to the construction budget and implementation budget herein contained. The total investment to be made is approximately \$682,443 but will depend on what is found during the demolition phase of the plan. It is not possible at this stage to know what will be found when the interior building structure is assessed during this process.

Ongoing Maintenance & Management

The Hospitality House will be scheduled into the existing TS&G and parent company maintenance and management programs and will be budgeted within an increased ticket price for the Key West Aquarium which is currently estimated at \$233,000.

Annual Rents & Lease Terms

The lease being offered by the city is for ten years and we are proposing that the lease structure become part of the existing lease with the City of Key West which is already in place for Tropical Shell & Gift and have both leases extended for the term offered by the city so they would run concurrently at 10% of gross sales. Using the results from a \$3.00 rate increase of the ticket price for the Key West Aquarium, this would indicate an estimated increase of \$42,000 payment to the city for inclusion into the Key West Aquarium ticket price.

At a conceptual level, what we would propose, given the unfortunate condition of the structure, is for a rent credit over the 10-year term for the investment in the structure of the building to be subtracted from the percentage rent of adding a lease for the Hospitality House to the lease currently in place with Tropical Shell & Gift, the proposer, extending both to a 10-year term so they run concurrently.

The total budget for soft costs and hard costs during pre-construction through occupancy is attached hereto and is our current best estimate of \$737,980 plus the installation of educational displays and exhibits.

Competitive Projects Disclosure

At the present time, we have no projects ongoing in Key West but have two other projects outside of Key West in Savannah, Georgia. Our intention is to also propose to the city for RFP 25-005 for the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) and 25-006 for the 402 Wall Street, AKA Ship's Chandlery property which will not be competitive but complementary to this project. Having them going on at the same time would be cost efficient.

HOSPITALITY HOUSE SOFT AND HARD COSTS PRELIMINARY BUDGET

RFP SUBMITTAL CONCEPT DESIGN SERVICES	\$720
3D MODELING	\$1,725
CONSTRUCTION PLANS AND ENGINEERING	\$10,920
INTERIOR DESIGN	\$7,000
CONSTRUCTION/PERMIT FEES/PRIVATE PROVIDER	\$682,115
DISPLAYS	\$10,000
SUPPLIES	\$3,000
FURNITURE	\$10,000
FLAG AND POLE	\$1,500
SIGNAGE	\$5,000
GRAND OPENING RECEPTION	\$2,500
MARKETING/UPDATE WEBSITE	\$3,500
TOTAL	\$737,980

Chris Belland
Historic Tours of America, Inc.
201 Front Street, Suite 310
Key West, FL 33040

Dear Chris,

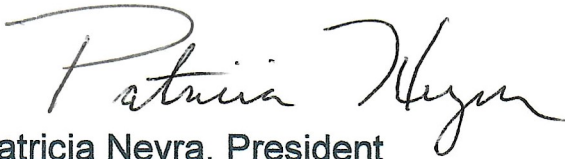
This letter serves as a formal commitment from Neyra Construction to provide general construction services for the Historic Ship's Chandlery project, should a lease be awarded to Historic Tours of America.

We understand the importance of this project and are fully prepared to dedicate the necessary resources to ensure a successful completion. We are confident in our ability to meet the project requirements outlined in your statement of the physical project concept.

We commit to being available to start work within 5 days of receiving an executed contract and permit from the City of Key West.

We are excited about the opportunity to work with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Neyra". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Patricia Neyra, President
NEYRA Construction, LLC

Tab 8. Schedule of Accomplishments

SCHEDULE OF ACCOMPLISHMENTS

HOSPITALITY HOUSE
10 Mallory Square
May 9, 2025

4/16/25	Attend mandatory walk-through (attended by HTA team)
4/21/25	Submit questions for clarification (done)
4/25/25	Clarifications received from City
5/12/25	Submit proposal (extended from May 5 th)
June, 2025	Estimated award
June, 2025	Have 3D scanning of interior & exterior of building done
June, 2025	Preparation of floor plan, elevations & sections
July-August, 2025	Prepare construction drawings (including MEP)
August, 2025	Prepare NOC and file with Clerk of Court
August, 2025	Submit plans, submittals & NOC to City for both HARC and plan review
September, 2025	Receive building permits
September 2025 – January 2026	Exterior and interior renovation work to be conducted
February 2026	Art team to install displays
February 2026	Receipt of final building inspections and CO
February 2026	Management to prepare for opening
February 2026	Management to begin Marketing Plan Execution
March 2026	Grand opening

Note: no public participation will be used by the developer to solicit input.

Tab 9. Special Conditions

The preliminary walkthrough that was done on April 16th indicated that the Cable Hut(s) buildings are in fair condition having been untended for an extended period with no appropriate maintenance following a City of Key West exterior restoration several years ago. Due to water intrusion and lack of interior access, assessment of the interior was unable to be had on April 16th. Furthermore, the assessment of the roof structure may indicate that a new roof would need to be put on the building. Finally, an entire electric system and HVAC system will need to be replaced/added.

With this being said, it is our intention to make the investment to bring the building to full compliance with code and in working operational order. Furthermore, we will add construction elements that will enhance the overall appeal of the building and provide ongoing daily, weekly and monthly maintenance programs to keep the building in the proper condition. In this vein, we would like to negotiate with the city two components of the construction phase of this development. First, there is the infrastructure cost of the exterior restoration, electric, HVAC and roofing. We would propose to present these costs to the city and receive our investment back over the period of the lease with a rent credit that would be the fully amortized amount of the infrastructure investment together with interest thereon at 6%. The interior buildout would be a cost of doing business and would be subject to the 10% of gross revenue amount paid to the city each month.


ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: 
Tropical Shell & Gifts, Inc. – Edwin O. Swift, III President

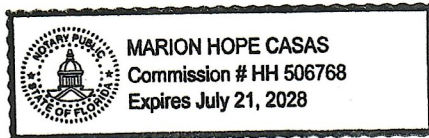
Sworn and subscribed before me this 9th day of May 2025.


NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:



SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid or Proposal for RFP # 25-007 FOR Historic Building Rehabilitation Lease and Adaptive Use Hospitality House
2. This sworn statement is submitted by Tropical Shell & Gifts, Inc.
(name of entity submitting sworn statement)
whose business address is 201 Front Street, Ste 224, Key West, Florida 33040
and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0966923
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____)
3. My name is Edwin O. Swift, III
(please print name of individual signing)
and my relationship to the entity named above is President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.


8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

 There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

 The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

 The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)


(signature) Edwin O. Swift, III – President
Tropical Shell & Gifts, Inc.

(date) May 9, 2025

STATE OF FLORIDA)

:SS

COUNTY OF MONROE)

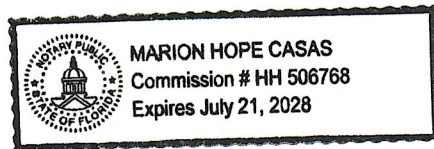
PERSONALLY APPEARED BEFORE ME, the undersigned authority, EDWIN O. SWIFT, III as
President of TROPICAL SHELL & GIFTS, INC. who, after first being sworn by me, affixed his
signature in the space provided above on this 9th day of May, 2025.


NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:



CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the Proposer expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees *(herein called the "indemnitees") from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of Proposer's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Proposer under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the Proposer or of any third party to whom Proposer may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

Proposer: Tropical Shell & Gifts, Inc

Address: 201 Front Street, Ste 224, Key West, Florida 33040



Signature

Edwin O. Swift, III

Print Name

President

Title

DATE: May 9, 2025

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that the firm of Tropical Shell & Gifts, Inc. provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: _____

Edwin O. Swift, III – President

Sworn and subscribed before me this 9th day of May 2025

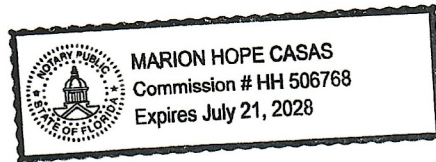
Marion Hope Casas

NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:



CONE OF SILENCE AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Tropical Shell & Gifts, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence.

By: 

Tropical Shell & Gifts, Inc. – Edwin O. Swift, III President

Sworn and subscribed before me this 9th day of May 2025

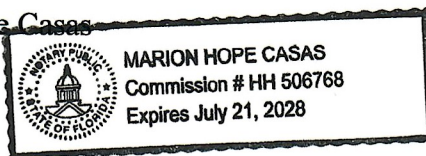


NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:



NON-COLLUSION AFFIDAVIT


STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

By: _____


Tropical Shell & Gifts, Inc. – Edwin O. Swift, III President

Sworn and subscribed before me this 9th day of May 2025



NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:

LOCAL VENDOR CERTIFICATION
PURSUANT TO CITY OF KEY WEST CODE OF ORDINANCES SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. **Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.**
 - Not a local vendor pursuant to Code of Ordinances Section 2-798
 - Qualifies as a local vendor pursuant to Code of Ordinances Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Tropical Shell & Gifts, Inc.


Phone: (305) 294-4142

Current Local Address: 201 Front Street, Ste. 224, Key West, Florida 33040

Fax: n/a

(P.O Box numbers may not be used to establish status)

Length of time at this address 28 years



Signature of Authorized Representative
Edwin O. Swift, III - President

May 9, 2025

Date

STATE OF FLORIDA)

:SS

COUNTY OF MONROE)

The foregoing instrument was acknowledged before me this 9th day of May 2025.

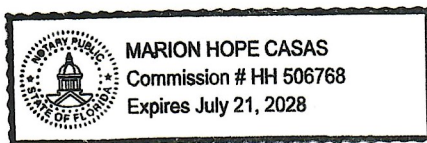
By [Signature] Tropical Shell & Gifts, Inc.
Edwin O. Swift, III – President Name of corporation acknowledging)
(X) who is personally known to me, () or has produced _____ as
identification (type of identification) _____

Marion Hope Casas
NOTARY PUBLIC

Notary Print Name: Marion Hope Casas

My commission expires:

My commission number:



Return Completed form with
Supporting documents to:
City of Key West Purchasing

THE CITY OF KEY WEST E-VERIFY AFFIDAVIT


Beginning January 1, 2021, Florida law requires all contractors doing business with The City of Key West to register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. The City of Key West requires all vendors who are awarded contracts with the City to verify employee eligibility using the E-Verify System. As before, vendors are also required to maintain all I-9 Forms of their employees for the duration of the contract term. To enroll in the E-Verify System, vendors should visit the E-Verify Website located at www.e-verify.gov.

In accordance with Florida Statute § 448.095, **it is the responsibility of the Awarded Vendor to ensure compliance with all applicable E-Verify requirements.**

By executing this affidavit, the undersigned contractor verifies its compliance with Florida Statute § 448.095, stating affirmatively that the individual, firm, or corporation which is engaged in the performance of services on behalf of the City of Key West, has registered with, is authorized to use, and uses the U.S. Department of Homeland Security's E-Verify system.

Furthermore, the undersigned contractor agrees that it will continue to use E-Verify throughout the contract period, and should it employ or contract with any subcontractor(s) in connection with the performance of services pursuant to this Agreement with The City of Key West, contractor will secure from such subcontractor(s) similar verification of compliance with Florida Statute § 448.095, by requiring the subcontractor(s) to provide an affidavit attesting that the subcontractor does not employ, or subcontract with, an unauthorized alien. Contractor further agrees to maintain records of such compliance during the duration of the Agreement and provide a copy of each such verification to The City of Key West within five (5) business days of receipt.

Failure to comply with this provision is a material breach of the Agreement and shall result in immediate termination of the Agreement without penalty to the City of Key West. Contractor shall be liable for all costs incurred by the City of Key West to secure replacement Agreement, including but not limited to, any increased costs for the same services, and costs due to delay, and rebidding costs, if applicable.



Signature of Authorized Representative
Edwin O. Swift, III – President
Tropical Shell & Gifts, Inc.

May 9, 2025

Date

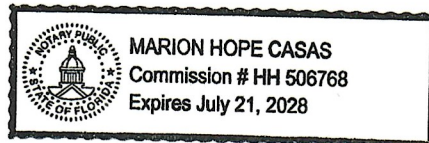
STATE OF FLORIDA)
:SS
COUNTY OF MONROE)

PERSONALLY APPEARED BEFORE ME, the undersigned authority, EDWIN O. SWIFT, III as President of TROPICAL SHELL & GIFTS, INC. who, after first being sworn by me, affixed his signature in the space provided above on this 9th day of May, 2025.



NOTARY PUBLIC

Notary Print Name: Marion Hope Casas
My commission expires:
My commission number:



AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT
FOR LABOR OR SERVICES

Entity/Vendor Name: Tropical Shell & Gifts, Inc.

Vendor FEIN: 59-0966923

Vendor's Authorized Representative: Edwin O. Swift III - President
(Name and Title)

Address: 201 Front Street, Ste 224

City: Key West State: Florida Zip: 33040

Phone Number: (305) 294- 4142

Email Address: eswift@historictours.com

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Vendor is required to provide an affidavit under penalty of perjury attesting that Vendor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Vendor, I certify under penalties of perjury that Vendor does not use coercion for labor or services in accordance with Section 787.06. Additionally, Vendor has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

Certified By: Edwin O. Swift, III - President, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____



Print Name: Edwin O. Swift, III

Title: President

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Tropical Shell & Gifts, Inc.

Vendor FEIN: 59-0966923

Vendor's Authorized Representative Name and Title: Edwin O. Swift, III as President

Address: 201 Front Street, Ste 224, Key West, Florida 33040

Phone Number: (305) 294-4142

Email Address: eswift@historictours.com

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: Edwin O. Swift, III as President of Tropical Shell & Gifts, Inc. who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____



END OF SECTION 4

EXHIBIT "A"

MINIMUM INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

1.0 GENERAL INSURANCE REQUIREMENTS:

- 1.01 During the Term of the Agreement, the Contractor shall provide, pay for, and maintain with insurance companies satisfactory to the City of Key West, Florida ("City"), the types of insurance described herein.
- 1.02 All insurance shall be from responsible insurance companies eligible to do business in the State of Florida. The required policies of insurance shall be performable in Monroe County, Florida, and shall be construed in accordance with the laws of the State of Florida.
- 1.03 The City shall be specifically included as an additional insured on the Contractor's Liability policies with the exception of the Contractor's Professional Liability policies (if required) and shall also provide the "Severability of Interest" provision (a/k/a "Separation of Insured's" provision). The City's additional insured status should be extended to all Completed Operations coverages.
- 1.04 The Contractor shall deliver to the City, prior to commencing work/activities under the Agreement, properly executed "Certificate(s) of Insurance" setting forth the insurance coverage and limits required herein. The Certificates must be signed by the authorized representative of the insurance company(s) shown on the Certificate of Insurance. In addition, certified, true, and exact copies of the insurance policies required herein shall be provided to the City, on a timely basis, if requested by the City.
- 1.05 If the Contractor fails to provide or maintain the insurance coverages required in this Agreement at any time during the Term of the Agreement and if the Contractor refuses or otherwise neglects to deliver the required Certificate(s) of Insurance signed by the authorized representative of the insurance company(s) to the City, the City may, at the City's sole discretion, terminate or suspend this Agreement and seize the amount of Contractor's performance bond, letter of credit, or other security acceptable to the City).

- 1.06 The Contractor shall take immediate steps to make up any impairment to any Aggregate Policy Limit upon notification of the impairment. If at any time the City requests a written statement from the insurance company(s) as to any impairment to the Aggregate Limit, the Contractor shall promptly authorize and have delivered such statement to the City.
- 1.07 The Contractor authorizes the City and/or its insurance consultant to confirm all information furnished to the City, as to its compliance with its Bonds and Insurance Requirements, with the Contractor's insurance agents, brokers, surety, and insurance carriers.
- 1.08 All insurance coverage of the Contractor shall be primary to any insurance or self-insurance program carried by the City. The City's insurance or self-insurance programs or coverage shall not be contributory with any insurance required of the Contractor in this Agreement.
- 1.09 The acceptance of delivery to the City of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the City that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificates of Insurance are in compliance with the Agreement requirements.
- 1.10 No work/activity under this Agreement shall commence or continue unless and until the required Certificate(s) of Insurance are in effect and the written Notice to Proceed is issued by the City.
- 1.11 The insurance coverage and limits required of the Contractor under this Agreement are designed to meet the minimum requirements of the City. They are not designed as a recommended insurance program for the Contractor. The Contractor alone shall be responsible for the sufficiency of its own insurance program. Should the Contractor have any question concerning its exposures to loss under this Agreement or the possible insurance coverage needed therefore, it should seek professional assistance.

- 1.12 During the Term of this Agreement, the City and its agents and contractors may continue to engage in necessary business activities during the operations of the Contractor. No personal property owned by City used in connection with these business activities shall be considered by the Contractor's insurance company as being in the care, custody, or control of the Contractor.
- 1.13 Should any of the required insurances specified in this Agreement provide for a deductible, self-insured retention, self-insured amount, or any scheme other than a fully insured program, the Contractor shall be responsible for all deductibles and self-insured retentions.
- 1.14 All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein.
- 1.15 The Contractor shall provide the City thirty (30) days advance written notice of any cancellation, intent not to renew any policy and/or any change that will reduce the insurance coverage required in this Agreement, except for the application of the Aggregate Limits Provisions.
- 1.16 Renewal Certificate(s) of Insurance shall be provided to the City at least twenty (20) days prior to expiration of current coverage so that there shall be no termination of the Agreement due to lack of proof of the insurance coverage required of the Contractor.
- 1.17 If the Contractor utilizes contractors or sub-contractors to perform any operations or activities governed by this Agreement, the Contractor will ensure all contractors and sub-contractors to maintain the same types and amounts of insurance required of the Contractor. In addition, the Contractor will ensure that the contractor and sub-contractor insurances comply with all of the Insurance Requirements specified for the Contractor contained within this Agreement. The Contractor shall obtain Certificates of Insurance comparable to those required of the Contractor from all contractors and sub-contractors. Such Certificates of Insurances shall be presented to the City upon request. Contractor's obligation to ensure that all contractor's and sub-contractor's insurance as provided herein shall not exculpate Contractor from the direct primary responsibility

Contractor has to the City hereunder. The City will look directly to Contractor for any such liability hereunder and shall not be obligated to seek recovery from any contractor or subcontract or under such contractor's or sub-contractor's insurance coverages.

2.0 **SPECIFIC INSURANCE COVERAGES AND LIMITS:**

2.01 All requirements in this Insurance Section shall be complied with in full by the Contractor unless excused from compliance in writing by the City.

2.02 The amounts and types of insurance must conform to the following minimum requirements. Current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the City.

Workers' Compensation and Employers' Liability Insurance shall be maintained in force during the Term of this Agreement for all employees engaged in this work under this Agreement, in accordance with the laws of the State of Florida. The minimum acceptable limits shall be:

Workers' Compensation	Florida Statutory Requirements
Employer's Liability	\$1,000,000.00 Limit Each Accident
	\$1,000,000.00 Limit Disease Aggregate
	\$1,000,000.00 Limit Disease Each
Employee	

If the Contractor has less than four (4) employees and has elected not to purchase Workers' Compensation/Employers Liability coverage as permitted by *Florida Statutes*, the Contractor will be required to issue a formal letter (on the Contractor's letterhead) stating that it has less than four (4) employees and has elected not to purchase Workers' Compensation/Employers Liability coverage as permitted by *Florida Statutes*. This exception does **not** apply to firms engaged in construction activities.

Commercial General Liability Insurance shall be maintained by the Contractor on a Full Occurrence

Form. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for this Agreement, Independent Contractors, and Products & Completed Operations

Coverage. The limits of such coverage shall not be less than:

Bodily Injury &	\$1,000,000.00 Combined Single Limit each
-----------------	---

Property Damage Liability Occurrence and Aggregate

Completed Operations Liability Coverage shall be maintained by the Contractor for a period of not less than four (4) years following expiration or termination of this Agreement.

The use of an Excess, Umbrella and/or Bumbershoot policy shall be acceptable if the level of protection provided by the Excess, Umbrella and/or Bumbershoot policy is equal to or more comprehensive than the Primary Commercial General Liability policy.

Business Automobile Liability Insurance shall be maintained by the Contractor as to ownership, maintenance, use, loading and unloading of all owned, non-owned, leased, or hired vehicles with limits of such coverage of not less than:

Bodily Injury	\$1,000,000.00 Limit Each Accident
Property Damage Liability	\$1,000,000.00 Limit Each Accident

or

Bodily Injury & Property Damage Liability	\$1,000,000.00 Combined Single Limit Each Accident
--	--

If the Contractor does not own any vehicles, this requirement can be satisfied by having the Contractor's Commercial General Liability policy endorsed with "Non-Owned and Hired Automobile" Liability coverage.



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Detail by Entity Name

Florida Profit Corporation
TROPICAL SHELL & GIFTS, INC.

Filing Information

Document Number	255799
FEI/EIN Number	59-0966923
Date Filed	02/08/1962
Effective Date	02/08/1962
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	10/05/2010
Event Effective Date	NONE

Principal Address

201 FRONT ST
STE 224
KEY WEST, FL 33040

Changed: 03/26/2002

Mailing Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 04/07/2019

Registered Agent Name & Address

SWIFT, EDWIN O., III
201 FRONT ST
STE 224
KEY WEST, FL 33040

Name Changed: 03/06/2013

Address Changed: 02/15/2011

Officer/Director Detail

Name & Address

Title SD

BELLAND, CHRISTOPHER C
201 FRONT STREET STE 224
KEY WEST, FL 33040

Title PD

SWIFT, EDWIN O., III
201 FRONT STREET STE 224
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2023	04/04/2023
2024	04/04/2024
2025	02/11/2025

Document Images

02/11/2025 -- ANNUAL REPORT	View image in PDF format
04/04/2024 -- ANNUAL REPORT	View image in PDF format
04/04/2023 -- ANNUAL REPORT	View image in PDF format
02/10/2022 -- ANNUAL REPORT	View image in PDF format
03/16/2021 -- ANNUAL REPORT	View image in PDF format
01/27/2020 -- ANNUAL REPORT	View image in PDF format
04/07/2019 -- ANNUAL REPORT	View image in PDF format
03/06/2018 -- ANNUAL REPORT	View image in PDF format
03/22/2017 -- ANNUAL REPORT	View image in PDF format
03/15/2016 -- ANNUAL REPORT	View image in PDF format
04/24/2015 -- ANNUAL REPORT	View image in PDF format
02/07/2014 -- ANNUAL REPORT	View image in PDF format
03/06/2013 -- ANNUAL REPORT	View image in PDF format
02/22/2012 -- ANNUAL REPORT	View image in PDF format
02/15/2011 -- ANNUAL REPORT	View image in PDF format
10/05/2010 -- Name Change	View image in PDF format
02/10/2010 -- ANNUAL REPORT	View image in PDF format
04/14/2009 -- ANNUAL REPORT	View image in PDF format
03/06/2008 -- ANNUAL REPORT	View image in PDF format
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03/26/2002 -- ANNUAL REPORT	View image in PDF format
05/03/2001 -- ANNUAL REPORT	View image in PDF format

<u>05/05/2000 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/23/1999 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/23/1998 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/31/1997 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/08/1996 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/26/1995 -- ANNUAL REPORT</u>	View image in PDF format

Florida Department of State, Division of Corporations

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Fictitious Name Detail

Fictitious Name

KEY WEST AQUARIUM

Filing Information

Registration Number	G92366006006
Status	ACTIVE
Filed Date	12/31/1992
Expiration Date	12/31/2027
Current Owners	1
County	MONROE
Total Pages	7
Events Filed	6
FEI/EIN Number	NONE

Mailing Address

1 WHITEHEAD STREET
KEY WEST, FL 33040 US

Owner Information

TROPICAL SHELL & GIFTS INC
201 FRONT STREET STE 224
KEY WEST, FL 33040 US
FEI/EIN Number: 59-0966923
Document Number: 255799

Document Images

G92366006006 -- No image available

[09/22/2022 -- Fictitious Name Renewal Filing](#) [View image in PDF format](#)[12/08/2017 -- Fictitious Name Renewal Filing](#) [View image in PDF format](#)[06/06/2012 -- Fictitious Name Renewal Filing](#) [View image in PDF format](#)[12/26/2007 -- RENEWAL](#) [View image in PDF format](#)[03/29/2002 -- RENEWAL](#) [View image in PDF format](#)[08/07/1997 -- RENEWAL](#) [View image in PDF format](#)

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Fictitious Name Search

Fictitious Name Detail

Fictitious Name

SHELL WAREHOUSE

Filing Information

Registration Number	G92366006011
Status	ACTIVE
Filed Date	12/31/1992
Expiration Date	12/31/2027
Current Owners	1
County	MONROE
Total Pages	7
Events Filed	6
FEI/EIN Number	NONE

Mailing Address

#1 WHITEHEAD STREET
KEY WEST, FL 33040 US

Owner Information

TROPICAL SHELL & GIFTS INC
201 FRONT STREET STE 224
KEY WEST, FL 33040 US
FEI/EIN Number: 59-0966923
Document Number: 255799

Document Images

G92366006011 -- No image available

[09/22/2022 -- Fictitious Name Renewal Filing](#)[12/08/2017 -- Fictitious Name Renewal Filing](#)[06/07/2012 -- Fictitious Name Renewal Filing](#)[12/26/2007 -- RENEWAL](#)[03/29/2002 -- RENEWAL](#)[08/07/1997 -- RENEWAL](#)

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Fictitious Name Search



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
CONCH TOUR TRAIN, INC.

Filing Information

Document Number	G39497
FEI/EIN Number	59-2289967
Date Filed	05/09/1983
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	10/05/2010
Event Effective Date	NONE

Principal Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 03/26/2002

Mailing Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 04/07/2019

Registered Agent Name & Address

SWIFT, EDWIN O., III
201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Name Changed: 03/06/2013

Address Changed: 03/26/2002

Officer/Director Detail

Name & Address

Title PD

SWIFT, EDWIN O., III
201 FRONT STREET, SUITE 224
KEY WEST, FL 33040

Title SD

BELLAND, CHRISTOPHER C
201 FRONT ST, STE 224
KEY WEST, FL 33040

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2024	04/04/2024
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04/07/2019 -- ANNUAL REPORT	View image in PDF format
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<u>02/08/1996 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/26/1995 -- ANNUAL REPORT</u>	View image in PDF format

Florida Department of State, Division of Corporations

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name **KEY WEST AQUARIUM**

Location Addr **1 WHITEHEAD ST**

Lic NBR/Class **3683**

Issued Date **8/5/2024**

PUBLIC SERVICES

Expiration Date: **September 30, 2025**

THEATER MUSEUM OR OTHER ENTERTAINMENT ESTABLISHMENT

Comments:

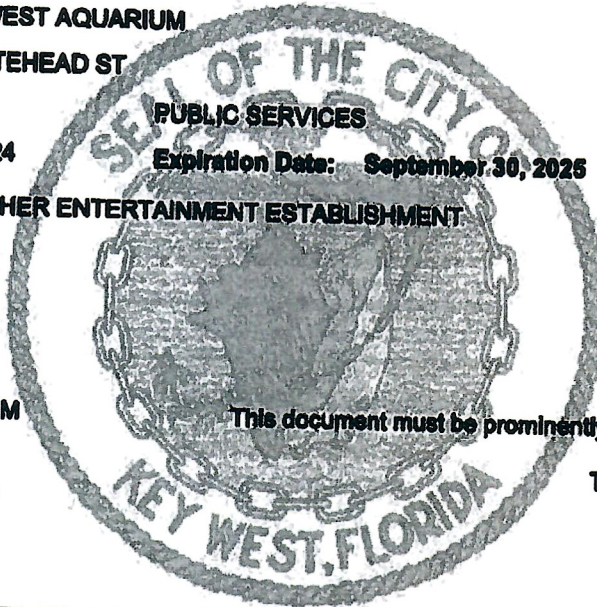
Restrictions:

**KEY WEST AQUARIUM
201 FRONT ST #107**

KEY WEST, FL 33040

This document must be prominently displayed.

TROPICAL SHELL AND GIFTS INC



2024 / 2025
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2025

Business Name: KEY WEST AQUARIUM TROPICAL SHELL & GIFTS INC

RECEIPT# 45110-1477

Owner Name: SWIFT ED MGR

Business Location: 1 WHITEHEAD ST
KEY WEST, FL 33040

Mailing Address: P O BOX 1237
KEY WEST, FL 33041

Business Phone:
Business Type: PERMANENT EXHIBIT (PERMANENT EXHIBIT
AQUARIUM)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 114-23-00007385 08/05/2024 225.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2025

Business Name: KEY WEST AQUARIUM TROPICAL SHELL & GIFTS INC

RECEIPT# 45110-1477

Owner Name: SWIFT ED MGR

Business Location: 1 WHITEHEAD ST
KEY WEST, FL 33040

Mailing Address: P O BOX 1237
KEY WEST, FL 33041

Business Phone:
Business Type: PERMANENT EXHIBIT (PERMANENT EXHIBIT
AQUARIUM)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 114-23-00007385 08/05/2024 225.00

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name SHELL WAREHOUSE

Location Addr 1 WHITEHEAD ST

Lic NBR/Class 3882

Issued Date 8/5/2024

RETAIL WHOLESALE OR MAIL ORDER

Expiration Date: September 30, 2025

RETAIL ESTABLISHMENT 501 TO 2000 SQ FT

Comments: GIFTS, CURIOS

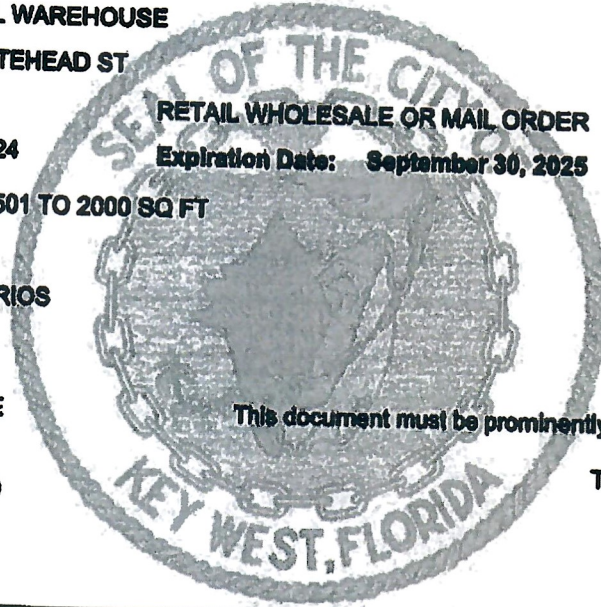
Restrictions:

SHELL WAREHOUSE
201 FRONT ST #107

KEY WEST, FL 33040

This document must be prominently displayed.

TROPICAL SHELL AND GIFTS INC



**2024 / 2025
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2025**

Business Name: SHELL WAREHOUSE

RECEIPT# 48210-50366

Owner Name: TROPICAL SHELL & GIFTS
Mailing Address:

SWIFT ED
PO BOX 1237
KEY WEST, FL 33041

Business Location: 1 WHITEHEAD ST
KEY WEST, FL 33040

Business Phone:
Business Type: RETAIL SALES (RETAIL SALES GIFTS)

Employees 7

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 114-23-00007385 08/05/2024 60.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2025**

Business Name: SHELL WAREHOUSE

RECEIPT# 48210-50366

Owner Name: TROPICAL SHELL & GIFTS
Mailing Address:

SWIFT ED
PO BOX 1237
KEY WEST, FL 33041

Business Location: 1 WHITEHEAD ST
KEY WEST, FL 33040

Business Phone:
Business Type: RETAIL SALES (RETAIL SALES GIFTS)

Employees 7

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 114-23-00007385 08/05/2024 60.00

Permits
Permit Application
Search Permit
Pay Fees

Planning Projects
Search Projects

Contractor
Search Contractors

Properties
Search Property

License
Search Licenses

Code
Search
Pay Fees

CRM
Search Issues

Shopping Cart
Pay All Fees
Paid Items

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License Search

Search By: License# ▼
Search Operator: Begins With ▼
Search Value: 12015

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search examples](#)

SEARCH

Search Results

License #12015

 Search Results

License#

12015

License Info	Additional Info	Fees \$0.00	Chronology (6)
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License No:	12015
Licensee Name:	FLAGLER STATION OVERSEAS RAILWAY HIST.
Type:	PUBLIC SERVICES
SubType:	THEATER MUSEUM OR OTHER ENTERTAINMENT ESTABLISHMENT
OWNERSHIP	CORPORATION
Status:	ACTIVE
Issued:	10/8/2024
License Expire:	9/30/2025
Applied:	7/26/2000

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity.
Instead, contact the city office by phone or in writing.
Please be further advised that any writing received by the City is also a public record under Florida law and is subject to being released pursuant to a public records request.

**2024 / 2025
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2025**

Business Name: FLAGLER STATION CONCH TOUR TRAIN
INC

RECEIPT# 45110-83475

Owner Name: GERALD MOSHER

Business Location: 901 CAROLINE ST
KEY WEST, FL 33040

Mailing Address: PO BOX 1237
KEY WEST, FL 33041

Business Phone: 305-294-3225
Business Type: PERMANENT EXHIBIT (MUSEUM)

5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 120-23-00007850 09/24/2024 225.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2025**

Business Name: FLAGLER STATION CONCH TOUR TRAIN INC

RECEIPT# 45110-83475

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Business Type: PERMANENT EXHIBIT (MUSEUM)

5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 120-23-00007850 09/24/2024 225.00