Minutes
Evaluation Committee Meeting
Town of Lake Park, Florida
Request for Proposal 103-2022
Lake Park Harbor Marina Fuel Dispenser
Replacement Project
April 5, 2022, 3:00 p.m.
Town Hall Commission Chamber,
Town Hall, 535 Park Avenue

The Evaluation Committee meeting for Request for Proposal 103-2022, Lake Park Harbor Marina Fuel Dispenser Replacement was conducted on April 5, 2022 at 3 p.m. Present were Town Manager John D'Agostino, Marina Director Stephen Bogner and Town Clerk Vivian Mendez.

Marina Director Bogner called the meeting to order at 3:00 p.m., and introduced everyone. Marina Director Bogner explained the purpose of the meeting was to evaluate the submittals for the Lake Park Harbor Marina Fuel Dispenser Replacement Project. He explained that Glasgow Equipment Services did not submit the required bond, therefore there submittal was considered non-responsive.

The Evaluation Committee member explained their evaluation of the submittal (See attached).

Marina Director Bogner announced that Spatco Energy Solutions submittal was responsive. A Notice of Intent to Award would be issued and the recommendation of award of contract would be provided to the Town Commission for consideration at a future Commission meeting.

ADJOURNMENT:

The meeting adjourned at 3:10 p.m.

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Town Clerk Vivian Mendez, MMC

RFP 103-2022 – LAKE PARK HARBOR MARINA DOCK REPAIRS - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Stephen H. Bagnel

NAME OF PROPOSER: Spatco Energy Solutions

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

CRITERIA

a. **Proposer's Quality of References**: how the proposer was rated on similar projects, with higher scores awarded for work of greater scope, complexity, and project cost.
Maximum Points = 20 **Awarded Points =** 15

b. **Work Schedule / Time to Completion:** concise timeline and details of the proposers work schedule and timeframe to complete the project, with higher scores awarded for more aggressive work schedule and shorter time to completion.
Maximum Points = 20 **Awarded Points =** 0

c. **Firm's Years of Petroleum Equipment Industry Experience:** Higher scores awarded to firms with experience with marine-related installations.
Maximum Points = 20 **Awarded Points =** 20

d. **Adequacy of Written Work Plan:** How the proposer lays out their plan and approach to making the repairs; higher scores corresponding to greater thoroughness, detail, and creativeness and innovation in their work plan.
Maximum Points = 20 **Awarded Points =** 17

e. **Price Proposal:** Proposer's proposed total price for the work
Maximum Points = 20 **Awarded Points =** 15

= 67

Stephen H Bagnel
Signature of Evaluator

4-5-22
Date

RFP 103-2022 – LAKE PARK HARBOR MARINA DOCK REPAIRS - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: John D'Agostino

NAME OF PROPOSER: SPATCO

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

CRITERIA

a. **Proposer's Quality of References**: how the proposer was rated on similar projects, with higher scores awarded for work of greater scope, complexity, and project cost.
Maximum Points = 20 **Awarded Points =** 20

b. **Work Schedule / Time to Completion:** concise timeline and details of the proposers work schedule and timeframe to complete the project, with higher scores awarded for more aggressive work schedule and shorter time to completion.
Maximum Points = 20 **Awarded Points =** 0

c. **Firm's Years of Petroleum Equipment Industry Experience:** Higher scores awarded to firms with experience with marine-related installations.
Maximum Points = 20 **Awarded Points =** 20

d. **Adequacy of Written Work Plan:** How the proposer lays out their plan and approach to making the repairs; higher scores corresponding to greater thoroughness, detail, and creativeness and innovation in their work plan.
Maximum Points = 20 **Awarded Points =** 15

e. **Price Proposal:** Proposer's proposed total price for the work
Maximum Points = 20 **Awarded Points =** 20

Signature of Evaluator

4-5-22
Date

RFP 103-2022 LAKE PARK HARBOR MARINA FUEL DISPENSER REPLACEMENT

PROPOSAL SCORING MATRIX

Evaluation Criteria Breakdown	Points	Spatco Energy Solutions	Glasgow Equipment Svc.			
Completeness of Response to RFP (Pass/Fail)						
ALL required schedules, forms and informational items have been submitted (Tabs 1, 2, 3).	Pass/Fail		FAIL			
A. Proposer's Quality of References	20 Points					
Evaluator 1.	20 Points					
Evaluator 2.						
Evaluator 3.						
TOTAL ALL SCORES		0	0	0	0	0
Scores rated on an increasing scale corresponding to references to successful work of greater complexity, scope, and cost.						
B. Work Schedule / Time to Completion	10 Points					
Evaluator 1.						
Evaluator 2.	-0-					
Evaluator 3.						
TOTAL ALL SCORES		0	0	0	0	0
Scores rated on an increasing scale corresponding to a more aggressive work schedule and shorter time to completion - the more aggressive the schedule/time to project completion, the higher the score.	No schedule					
C. Firm's Years of Industry Experience	20 Points					
Evaluator 1.						
Evaluator 2.	20 pts					
Evaluator 3.						
TOTAL ALL SCORES		0	0	0	0	0
Scores rated on an increasing scale corresponding to greater experience in the industry; higher scores for marine-related installations.	Since 1935					
D. Adequacy of Written Work Plan	20 Points					
Evaluator 1.						
Evaluator 2.	15 pts					
Evaluator 3.						
TOTAL ALL SCORES		0	0	0	0	0
Scores rated on an increasing scale corresponding to the level of thoroughness and detail of the proposer's Work Plan.	No Written schedule					
E. Price Proposal	20 Points					
Evaluator 1.						
Evaluator 2.	20 pts					
Evaluator 3.						
TOTAL ALL SCORES		0	0	0	0	0
Scores rated on an increasing scale corresponding to the proposer's submitted price for the project - the lower the price, the higher the score.	only Proposal					
	75					
TOTAL	100 Points (X 3)	-	-	-	-	-

Evaluation Committee Member 1. John D'Agostino
Tuesday, April 5, 2022

Signature

Evaluation Committee Member 2. John Payne
Tuesday, April 5, 2022

Signature

Evaluation Committee Member 3. Stephen Bogner
Tuesday, April 5, 2022

Signature