



Town of Hilton Head Island  
**RFP 2019-0037 Evaluation Committee**  
**US 278 Shelter Cove Intersections CIP**

November 13, 2019 @ 1:30 p.m.

Town Hall - Conference Room 4

## Meeting Minutes

**Present From the Committee:** Jeff Buckalew, Darrin Shoemaker, James Cook

**Present from Town Council:** None

**Present from Town Staff:** None

**Present from Media:** None

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**1. Call to Order**

James Cook called the meeting to order at 2:00 p.m.

**2. FOIA Compliance**

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Unfinished Business**

None

**4. New Business**

Mr. Cook motioned to go into Executive Session which was seconded by Mr. Shoemaker. The motion was approved unanimously.

**5. Executive Session**

The Committee Members discussed their scoring of proposals submitted in response to RFP 2019-0037. A unanimous consensus was reached that JS Construction's proposal shall be recommended as the most qualified to construct this project based on the advertised selection criteria. Further discussion ensued regarding project scheduling and traffic control logistics. At 3:15 PM Mr. Buckalew motioned to end Executive Session and adjourn the meeting which was seconded by Mr. Cook. The motion was approved unanimously.

**6. Adjournment**

Meeting was adjourned at 3:15 PM

**Submitted by: James Cook**

**Approved: November 15, 2019**