



Town of Hilton Head Island  
**RFQ 2019-0033 Evaluation Committee**  
**Coligny Area & Beach Access**  
**Parking Study**

November 21, 2019 @ 9:00 a.m.  
Town Hall - Conference Room 3

## **Meeting Minutes**

**Present From the Committee:** Josh Gruber, Charles Cousins, Julian Walls and Shawn Colin

**Present from Town Council:** None

**Present from Town Staff:** Richard Groth, Procurement Officer

**Present from Media:** None

---

**1. Call to Order**

Mr. Groth called the meeting to order at 9:00 a.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. Groth motioned to go into Executive Session which was seconded by Mr. Gruber. The motion was approved unanimously.

**5. Executive Session**

Evaluation Committee discussed and reviewed initial scoring of qualifications submitted in response to Town solicitation #2019-0033, Coligny Area & Beach Access Parking Study. Two finalists were selected for an on-site presentation and interview which will be scheduled sometime in December.

**6. Adjournment**

Meeting adjourned at 9:45 a.m.

**Submitted by: Richard Groth**

**Approved: November 22, 2019**