



Town of Hilton Head Island  
**RFQ 2019-0035 Evaluation Committee**  
**Coastal Engineering Services**

December 4, 2019 @ 1:00 p.m.

Town Hall - Conference Room 4

## Meeting Minutes

**Present From the Committee:** Scott Liggett, Rocky Browder and Richard Groth

**Present from Town Council:** None

**Present from Town Staff:** None

**Present from Media:** None

---

**1. Call to Order**

Mr. Groth called the meeting to order at 1:00 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. Groth motioned to go into Executive Session which was seconded by Mr. Liggett. The motion was approved unanimously.

**5. Executive Session**

Evaluation Committee discussed and reviewed initial scoring of qualifications submitted in response to Town solicitation #2019-0035, Coastal Engineering Services. Committee members agreed to finalize their initial scoring and then send out reference check requests for all three firms that submitted qualifications. Final scoring will then be completed and contract awarded.

**6. Adjournment**

Meeting adjourned at 1:41 p.m.

**Submitted by: Richard Groth**

**Approved: December 5, 2019**