

TOWN OF HILTON HEAD ISLAND
Evaluation Committee Meeting Minutes
RFP 2019-0014 Parks and Recreation Master Plan
June 18, 2019 @ 9:00 a.m.
Town Hall – Conference Room 4

Committee Members Present: Jennifer Ray, Sally Krebs, Shea Farrar and Richard Groth

Committee Members Absent: None

Other: Vendor Finalists for RFP 2019-0014, scheduled throughout the day

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. Approval of the Minutes – Meeting of June 6, 2019

Ms. Ray motioned to approve the minutes of the June 6, 2019 meeting, and Ms. Farrar seconded. The motion passed unanimously.

4. Regular Session

Mr. Groth explained to all present that the purpose of the meeting was to allow vendor finalists for RFP 2019-0014 to give a formal presentation to the Evaluation Committee Members, and for Evaluation Committee Members to interview the vendor finalists. The goal was to arrive at a decision for contract award by the end of the day. It was explained that all of this activity would take place in Executive Session.

Ms. Ray motioned to go into Executive Session which was seconded by Ms. Krebs. The motion was approved unanimously.

5. Executive Session

Vendor presentations and interviews were conducted with the 4 finalists with the result being that the Lose Design was selected for contract award. At 4:29 p.m. Ms. Ray moved to end the Executive Session and adjourn the meeting. Ms. Krebs seconded. The motion was approved unanimously.

6. Adjournment

Meeting adjourned at 4:29 p.m.

Submitted/Approved By: Richard Groth, Procurement Officer, June 19, 2019