

TOWN OF HILTON HEAD ISLAND
Evaluation Committee Meeting Minutes
RFP 2019-0014 Parks and Recreation Master Plan
June 6, 2019 @ 9:30 a.m.
Town Hall – Conference Room 4

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

Committee Members Absent: None

Town Council Members Present: Tamara Becker

Other: Frank Babel and Heather Rath

1. Call to Order

Mr. Groth called the meeting to order at 9:30 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. Regular Session

Mr. Groth explained to all present that the purpose of the meeting was for the Evaluation Committee Members to discuss, review scoring of the proposals received in response to RFP 2019-0014 which would be done in Executive Session. Mr. Groth read through the selection criteria upon which the proposals would be scored as well as the weights/percentages assigned to each criterion.

Ms. Ray motioned to go into Executive Session which was seconded by Ms. Farrar. The motion was approved unanimously. All present who were not members of the Evaluation Committee were excused from the meeting.

4. Executive Session

Evaluation Committee members discussed and reviewed scoring of proposals.

5. Adjournment

At 10:21 Ms. Krebs moved to end the Executive Session and adjourn the meeting. Ms. Ray seconded. The motion was approved unanimously.

Submitted By: Richard Groth, Procurement Officer

Approved: June 18, 2019