

**TOWN OF HILTON HEAD ISLAND**  
**Evaluation Committee Meeting Minutes**  
**RFP 2019-0018**  
**Environmental Acoustic and Vibration Study**  
**July 5, 2019 @ 10:30 a.m.**  
**Town Hall – Conference Room 1**

**Committee Members Present:** Josh Gruber, Charles Cousins, Scott Liggett and Richard Groth

**Committee Members Absent:** None

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**1. Call to Order**

Mr. Groth called the meeting to order at 10:36 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 and review scoring of the proposals received in response to RFP 2019-0018 which would be done in Executive Session.

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

**4. Executive Session**

Evaluation Committee members discussed and reviewed scoring of proposals, as well as next steps in the process of selecting a contractor. At approximately 11:20 a.m. Mr. Gruber moved to end the Executive Session and adjourn the meeting, which was seconded by Mr. Cousins. The motion was approved unanimously.

**5. Adjournment**

Meeting adjourned at 11:20 a.m.

Submitted & Approved By: Richard Groth, Procurement Officer, July 5, 2019.