

TOWN OF HILTON HEAD ISLAND
Planning Commission
LMO REWRITE COMMITTEE MEETING
September 29, 2011 Minutes

1:00p.m. – Benjamin M. Racusin Council Chambers

APPROVED

Committee Members Present: Chairman Tom Crews, Vice Chairman Gail Quick,
David Bachelder, Irv Campbell, Chris Darnell, Jim Gant,
Walter Nester, Councilwoman Kim Likins, *Ex-Officio*;
Charles Cousins, *Ex-Officio*

Committee Members Absent: David Ames

Planning Commissioners Present: None

Town Council Members Present: Bill Ferguson

Town Staff Present: Jill Foster, Deputy Director of Community Development
Teri Lewis, LMO Official
Tom Fultz, Director of Administrative Services
Kathleen Carlin, Administrative Assistant

1) CALL TO ORDER

Chairman Crews called the meeting to order at 1:00p.m.

2) FREEDOM OF INFORMATION ACT

Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and Town of Hilton Head Island requirements.

3) APPROVAL OF THE AGENDA

The agenda was approved as presented by general consent.

4) APPROVAL OF THE MINUTES

The minutes of the September 29, 2011 meeting were approved as presented by general consent.

5) NEW BUSINESS

A. Public Comment:

Chairman Crews requested public comments from the audience and none were received.

B. Review draft RFP and process for obtaining Town Council approval

Chairman Crews presented opening statements in concern of the staff's change from RFQ (Request for Qualifications) to RFP (Request for Proposals). Ms. Lewis stated that the change was made following a meeting with the Town's procurement staff and the staff attorney. At

that time the staff evaluated the benefits of RFP versus RFQ and determined that RFP was the better option. Ms. Lewis reviewed the basic differences in RFQ and RFP. With the RFQ, (we) are just looking for firms to submit their qualifications with no pricing information included. The prices would be negotiated at a later time. With the RFP (we) are asking for specific prices to be included in the submission. One benefit of the RFP is that it will, hopefully, free up some time. Secondly, having the pricing information may assist the committee later in a possible request for additional funds from Town Council.

Mr. Tom Fultz presented the benefits of RFP versus RFQ on behalf of the procurement staff. Mr. Fultz discussed the scope of work, the skill set, the point system, and follow-up negotiations. The committee and the staff discussed these issues. They also discussed Town requirements. Mr. Fultz stated that the Town Manager will make the final decision on the issue. Mr. Fultz stated that the staff will work to determine a fair and reasonable price, but the process is difficult without some basic guidelines to start with. The Town is not required to accept the lowest bid in regards to an RFP..

The committee and the staff discussed the possibility of modifying the RFP for a more custom fit. One possible modification would be the submission of two separate packages (one containing qualifications and the other containing costs). The committee and the staff discussed guiding strategies, the analysis of data, and quantifying the results. The committee stated that the public should be aware that the committee is considering costs in this process.

Following this discussion the staff and the committee discussed next steps and the appointment of a Selection Committee. The committee discussed the identification of potential firms to consider. The committee also discussed advertising the project which should have national exposure.

Following this discussion, Ms. Lewis and the committee reviewed the meeting schedule for the month of October. In the interest of time, the committee decided to hold only one meeting in October (October 6th). The committee tentatively decided to meet the first or second week of both November and December. Ms. Lewis requested that the committee bring their calendars to the October 6th meeting so that the meeting schedule in November and December can be finalized.

Ms. Lewis also requested that the committee create a list of the people or places that they would like to target the RFP to. Ms. Lewis requested that this information be sent to the staff in advance of October 6th, if possible. The committee agreed with these next steps. Ms. Carlin will send a reminder to the committee early next week.

Following final comments, the meeting was adjourned at 2:45pm.

Submitted by:

Approved by:

October 6, 2011

Kathleen Carlin
Administrative Assistant

Tom Crews
Chairman