

April 1, 2008

A Special Meeting of Sullivan's Island Town Council and the Master Plan Selection Committee was held on the above date at Town Hall, to review the RFP documents submitted by consultants for the Master Plan of the Sullivan's Island Commercial District, all requirements of the Freedom of Information Act having been satisfied:

Present were: Carl J. Smith, Mayor  
Patrick O'Neil, Mayor Pro-Tem  
Jerry Kaynard, Councilman  
Mike Perkis, Councilman  
Mary Jane Watson, Councilwoman  
John Winchester, Planning Commission  
Andy Benke, Town Administrator

Mayor Smith noted that Councilman Kaynard was present, but did not participate and remained in the audience due to a conflict related to his ownership of some of the properties in the commercial district.

Mayor Smith turned the meeting over to Councilman O'Neil, Chairman of the Real Estate Committee. Councilman O'Neil stated that the submitted proposals for the Commercial District Master Plan were in response to a Request for Proposal which was due on October 1, 2007. The Town received 19 proposals from potential consultants. The scope is limited to the commercial district, which also includes the Park and Fire Station. The area does not extend beyond that geographically, other than concerns with parking and traffic. Councilman O'Neil asked if the Selection Committee had conflicts with any of the proposals such as business/family/financial relationship. Councilwoman Watson stated she is friends with one of the principals of the The Land Plan Group South, Inc.; however, it would not influence her decision.

Councilman O'Neil continued that the Selection Committee had agreed on an objective and expeditious process to have each member nominate the proposals that would fall in the bottom half of all proposals, to determine if there is a consensus that these proposals do not bear discussion because they are unlikely to be ranked. EDAW, Inc., Genesis Consulting Group, Place Planning and Design, WRT Coral Gables, Wilson Miller, Inc., 180 Degrees Design Studio, Burt Hill, HNTB Corporation, and HKS Architects were eliminated from discussion.

Peter J. Smith & Co., Inc. and Earthworks Group were also eliminated.

Proposals from the following companies were discussed: Clarion, Seamon Whiteside & Associates, The Land Plan Group South, Inc., Benchmark, Stantec, Woolpert, Cole+Russell Architects, and Betsch Associates. Following discussion, the Selection Committee members individually rated the nine discussed companies, and the results were tallied.

Motion was made by Councilman Howle, seconded by Councilwoman Watson, to invite the top six rated companies Woolpert, Seamon Whiteside & Associates, Clarion,

Stantec, Cole+Russell Architects and The Land Plan Group South, Inc. to make presentations, carried unanimously. The date of the meeting is tentatively set for May 9<sup>th</sup> at 12:00 noon.

Motion was made by Councilman Howle, seconded by Councilman Perkis, to adjourn, carried unanimously.

Respectfully submitted,

Ellen McQueeney