

MARINE SCIENCE CENTER AD HOC COMMITTEE MEETING NOTES
CITY OF TYBEE ISLAND
City of Tybee Auditorium
March 7, 2018
403 Butler Ave
9:00 am

Attendees: Shawn Gillen George Shaw, Wanda Doyle, Barry Brown, Maria Procopio, Craig Clements

City Manager Shawn Gillen opened the meeting, explaining that this is an open, public meeting. The first meeting is an organizational meeting.

New Business:

I. Selection of Chair Person

Wanda Doyle nominated Shawn Gillen as Chairperson. Barry Brown seconded the nomination. The vote was unanimous.

When a construction manager starts, the construction company will set the agenda.

II. Discuss RFP/Construction Manager Selection Time Line

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| a. Deadline for submission of written questions and requests for clarification | March 2, 2018 4:00pm |
| b. Deadline for Statements of Qualifications | March 9, 2018 2:00pm |
| City will confirm all applicants have required documents/criteria | |
| c. City completes qualification evaluation and determines finalist firms | March 21, 2018 |
| City Attorney will look at all finalist firms to make sure all criteria is met | |
| d. City issues notice to finalist firms to propose as instructed in RFQ/RFP | March 23, 2018 |
| e. City will conduct Pre-Proposal Site Visit for finalists | March 28, 2018 |
| f. City will interview finalist firms | April 6, 2018 |
| Interviews will be 30-45 minute slots to be held in Public Safety Building | |
| g. Fee Proposals Due(RFP) | April 6, 2018 |
| A hard copy of proposals will be kept in City Hall | |
| Proposals will be sent to committee members via drop box, unless a hard copy is requested. | |
| Criteria worksheets will be sent by March 9 | |

III. Set Next Meeting Date

The next meeting will be held at 9:30am on Wednesday, March 14, in City Hall Auditorium

A quorum of city council members may be present which would constitute a meeting.