



Richland County

TRANSPORTATION PENNY

Transportation Penny Advisory Committee Meeting
Monday, February 24, 6:00 pm
2020 Hampton Street, 4th Floor Conference Room

Agenda

- 1. Call to Order:** Hayes Mizell, Chairman
- 2. Approval of Minutes**
 - **January 13, 2013:** Pages 3 - 5
- 3. Citizens' Input**
- 4. Discussion of TPAC request for non-voting members on Consultant Selection Committees**
- 5. Receipt of comments from review of Scope of Services for re-solicitation of Program Development Team**
- 6. Discussion of Consultant selection process in re-solicitation of Program Development Team and On-Call Engineering Teams**
- 7. Transportation Penny Update:**
 - Closing on Program Mitigation Bank
 - Executed IGA with SCDOT
 - Draft SIB application
 - Audit of The Comet and Transportation Penny Program

8. Discussion regarding holding a second State of the Penny Presentation in Lower Richland

9. Other Business

10. Next Scheduled Meeting: Monday, March 17, 2014 at 5:00pm

11. Adjourn

**TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
MONDAY, JANUARY 13, 2014
2020 HAMPTON STREET, 4TH FLOOR CONFERENCE ROOM**



**Richland County
TRANSPORTATION PENNY**

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.

MEMBERS PRESENT: Hayes Mizell, Bob Brown, Bill Wiseman, Virginia Sanders, Elise Bidwell, Robert Williams, Dorothy Sumpter, J. T. McLawhorn, James Faber, Carol Kososki, Paul Livingston, Todd Avant, Norman Jackson

OTHERS PRESENT: Rob Perry, Chris Gossett, Kelvin Washington, Buddy Atkins, Tony McDonald, Ismail Ozbek, Rodolfo Callwood, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 5:00 p.m.

Ms. Sanders moved, seconded by Ms. Bidwell, to change the order of the agenda to take up Item #6 as Item #4. The vote in favor was unanimous.

APPROVAL OF MINUTES

• **December 16, 2013** – Mr. Faber moved, seconded by Mr. McLawhorn, to approve the minutes as amended. The vote in favor was unanimous.

CITIZENS' INPUT

No one signed up to speak.

**DISCUSSION REGARDING COUNCIL'S DECISION TO INTERVIEW ALL FIVE PROGRAM DEVELOPMENT TEAM PROPOSERS
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Mr. Perry stated the Planning Director, the County Engineer, the Community Development Director, the Conservation Director, an SCDOT participant (non-voting), and himself were a part of the evaluation team. The scoring criterion listed in the RFP was utilized by the evaluation team to score the proposers.

A very extensive discussion regarding the selection of the Program Development Team was held.

Ms. Bidwell proposed the following questions:

1. Why the highest scoring firm was not awarded the job?
2. Why was it different? How do we see the scoring? Is there any reason that shouldn't be transparent to the community?
3. How much of the taxpayer money is going to go to Richland County citizens for doing the jobs?

Mr. Livingston stated that for him the relationships within the teams and local headquarters vs. local office were very important.

Ms. Kososki expressed her concerns regarding the greenways/bike paths knowledge of the Program Development Team and/or On-Call Firms.

TRANSPORTATION PENNY UPDATE


Consultant Selections:


- a. Program Development Team Introduction – Mr. Perry introduced the ICA Team to the TPAC committee.
- b. On-Call Engineering Teams – Mr. Gossett stated that 22 proposals were received. The selection committee was given the proposals on December 17th.

The selection committee consists of: Chris Gossett, Chair; Rob Perry, Transportation Director; Andrea Bolling, Floodplain Coordinator; Stacy Culbreath, Asst. County Engineer; Randy Cherry, Richland County Business Development; and SCDOT participant (non-voting).

The selection committee is scheduled to meet January 21st to finalize the scores. The recommendations will be presented to the Transportation Ad Hoc Committee on February 3rd.

The TPAC Committee requested that two members be allowed to serve on the selection committee as non-voting members. Mr. Jackson stated that he would consult legal regarding this request.

-  **Status of Program Mitigation Bank:** Mr. Perry stated that the contract has been executed to establish the mitigation bank. The closing for the land purchase is February 14th.

-  **IGA with SCDOT:** Mr. Perry stated that IGA has been executed by the County and has been forwarded to SCDOT for their execution.

DISCUSSION OF AUDITING THE PROGRAM

Mr. Faber moved, seconded by Ms. Bidwell, to retain an independent auditor to conduct an audit from October 1st-September 30th. A discussion took place.

**DISCUSSION REGARDING HOLDING A SECOND STATE OF THE PENNY
PRESENTATION IN LOWER RICHLAND**

This item was held in committee.

OTHER BUSINESS

REMINDER—NEXT MEETING: MONDAY, FEBRUARY 17, 2014 AT 5:00 PM

The meeting date will be amended to accommodate the President's Day Holiday closing.

Mr. Livingston requested the On-Call Engineering Firm short list be forwarded to the TPAC members immediately following the Transportation Ad Hoc Committee meeting on February 3rd.

ADJOURN

The meeting adjourned at approximately 6:15 PM.

The following provides general information regarding the services that the successful PDT shall be asked to fulfill. The actual scope of services to be provided by the PDT will be discussed and mutually agreed upon by both the PDT and the County Administrator or his designee. Specific tasks may vary from the information provided in this Request for Qualifications (RFQ).

I. SCOPE OF WORK

The scope anticipated for the PDT may include, but is not limited to the following tasks.

Task I: Program Development

- A. Identify and provide Program Manager to work with County staff on program delivery. This Program Manger must have a minimum of eight (8) years of total experience in managing County Transportation sales tax programs, Department of Transportation (DOT) Programs or an approved acceptable equivalence. The Program Manager must be a licensed professional engineer (P.E.) in the state of South Carolina. The prime firm must be the direct, full-time employer of this Program Manager.
- B. At the direction of County Administrator or his designee, develops and maintains comprehensive county transportation improvement program (CTIP). The CTIP shall include: overall program funding, cash flow modeling, routine project cost estimating, projects ranking per category, projects per district, alternate funding sources, project schedules.
- C. Develop and maintain an executive level project and program status report with remote access capabilities for County Management and County Council. This program shall also be tablet compatible.
- D. Develop a master schedule for design, right-of-way acquisition and construction for all projects with milestone dates for submittals and reviews. This schedule should be updated as necessary.

- E. At the direction of County Administrator or his designee, prepares an organizational program establishing each design consultant's scope of schedules, work goals, constraints, priorities, standards, design criteria, responsibilities and procedures for communications.
- F. Develop and maintain a master financial plan to include expenditures and revenues. This should be used to determine the best schedule to complete projects effectively. This plan should be updated to reflect changes in revenues and expenditures as necessary.
- G. Develop and coordinate an overall public information plan. This shall include, but is not limited to: establishment and maintenance of program website, establishment and maintenance of social media sites, program logo selection, program marketing, coordination and management of public involvement meetings.
- H. At the direction of County Administrator or his designee, secures locations for all project related public involvement meetings, advertises for the meetings, conducts the meetings, and provides written responses to comments from the meetings.
- I. Develop systems to organize and maintain project files. This includes a system for file transfers that may include, but is not limited to a program ftp site, ProjectWise, or similar program.
- J. Participate in regularly scheduled progress meetings with County Management, County Council, Transportation Advisory Committee (TPAC), County staff, municipalities, local and regional transportation committees, and the general public as necessary. Prepare any presentation material as required.
- K. Investigate other sources of funding for the planned projects to include grants and matching funds.
- L. Determine if federal standards should be followed in the development of the projects should federal funding become available or be secured.

- M. At the direction of County Administrator or his designee, may coordinate with other government agencies (OGA's). This may include submittals required during project phasing and listing each subject with regulatory agencies involved.
- N. Works with the County Administrator or his designee to establish standard specifications for enhancement items County wide for continuity.

Task II: *Pre-Project Planning for Each Project*

- A. Coordinate the development of traffic studies and projections.
- B. Coordinate the gathering and development of aerial photography and mapping. Coordinate geotechnical investigations for the determination of pavement designs.
- C. Develops design criteria for individual projects, may be tasked with producing 30% plan development on large scale projects, may be tasked with developing Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for Design-Build Projects, and may be tasked with turn-key design for projects managed by the program for other entities.
- D. Coordinate the identification of existing utilities and utility relocations. Coordinate all utility correspondence concerning approvals, permits and relocations between utilities, design consultants, SCDOT and Richland County.
- E. Coordinate the development of all the necessary environmental studies, reports and public hearings including wetlands identifications and mitigation plans. This includes making all submittals to regulatory agencies and update review status, the PDT may be the consistent contact with all agencies.
- F. The PDT may be tasked with working with County Staff to identify and establish a mitigation bank necessary for construction for the entire program.

Task III: Quality Assurance Reviews and Coordination for Each Project

- A. Review design consultant plans, specifications and bidding documents for compliance with SCDOT and Richland County standard specifications and in accordance with Richland County procurement requirements. Coordinate interim reviews as necessary to assure compliance with projected schedules. Notify County staff if schedules are not being met or other conflicts exist.
- B. At the direction of County Administrator or his designee, coordinate all correspondence, reviews and progress meetings with SCDOT and all other appropriate agencies, design consultants and Richland County.
- C. At the direction of County Administrator or his designee, coordinate and schedule all field reviews with design consultant, County staff and SCDOT as required.
- D. At the direction of County Administrator or his designee, coordinate the securing of all permits by appropriate regulatory agencies.
- E. Develop and maintain a checklist for the Final Design Phase review.
- F. Coordinate project progress meetings with Richland County and design firms.

Task IV: Right-of-Way Acquisition Services for Each Project

- A. At the direction of County Administrator or his designee, establishes a right-of-way acquisition policy for the transportation program.
- B. The PDT shall acquire all necessary right-of-way for the entire program. Within this task the PDT will include a subconsultant from the SCDOT approved right-of-way acquisition listing to ensure any federally funded projects comply with the Uniform Act.

The PDT should provide one point of contact for all property owner inquiries and/or concerns.

- C. Review design consultant right-of-way plans for compliance with SCDOT and Richland County standards. Coordinate interim reviews as necessary to assure compliance with projected schedules.
- D. At the direction of County Administrator or his designee, coordinate and schedule all field reviews with design consultant, County staff and SCDOT as required.
- E. At the direction of County Administrator or his designee, coordinate project progress meetings with Richland County and design firms.
- F. At the direction of County Administrator or his designee, coordinate the preparation of right-of-way documents in accordance with SCDOT and County standards.
- G. Coordinate all right-of-way staking as needed.
- H. Coordinate the preparation of final right-of-way plans and right-of-way certification.
- I. Prepare a checklist for Right-of-Way Status (acquisition period, title search, appraisals, condemnations, etc.) to include current status and goals.

Task V: *Proposal Preparation, Procurement and Small Local Business Enterprise Program (SLBE) Implementation*

- A. Identify and provide Procurement Officer to work with County staff on procurement. This Procurement Officer must have a minimum of eight (8) years of experience in procurement or an approved acceptable equivalence.
- B. At the direction of County Administrator or his designee, develops schedule for final construction plans submittal, project

advertisement, addendums, mandatory pre-bid meetings, and bid openings.

- C. At the direction of County Administrator or his designee, develops proposals for individual project bidding and provides final engineering cost estimates prior to project advertisement.
- D. In conjunction with County Staff, may conduct bid openings, analysis of bid tabulations, and makes recommendations for awards and rejections.
- E. In conjunction with County Staff, ensures program procurement adheres to Richland County procurement requirements.
- F. In conjunction with County Staff, produces standard specification for proposals defining SLBE requirements and oversees implementation for compliance.

Task VI: Construction Services for Each Project

- A. Identify and provide Construction Engineering Manager to work with County Staff throughout construction phases on all identified projects. This Construction Engineering Manager must have a minimum of eight (8) years of experience in transportation construction engineering on DOT and County.
- B. Perform constructability reviews on the final design consultant plans, specifications and bidding documents for compliance with SCDOT and Richland County standard specifications and in accordance with Richland County procurement requirements. Coordinate interim reviews as necessary during the construction phase of the project to assure compliance with the above referenced standard specifications and requirements.
- C. Provide construction inspection services for all managed construction projects, or coordinate and review the work of the selected construction administration consultant.
- D. Oversee the coordination of all correspondence, construction documentation, field reviews, construction progress meetings, final

inspections with SCDOT and all other appropriate regulatory agencies, design consultants and Richland County during the construction phase of the project.

- E. Provide an updated status of projects with County Management on a monthly basis.
- F. Review and evaluate all value engineering proposals submitted by the contractor, subcontractor, or subconsultant.
- G. Coordinate all utility relocations and/or new installations with the corresponding municipality, regulatory agency, company, etc. to insure work done is performed in a safe and timely manner.
- H. Contact all property owners in the vicinity of the construction project to make sure they are aware of all project phases, answer any questions that they may have and provide conflict resolution. The PDT should provide one point of contact for all property owner inquiries and/or concerns.
- I. Review and approve all contractor and subconsultant (i.e. testing, exploration, etc.) invoices.
- J. May review and approve all contractor shop drawings.
- K. Coordinate and/or complete all certifications and permits required by Richland County, SCDOT and other appropriate regulatory agencies.
- L. Develop and maintain a checklist for the Construction Services Phase review.