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Per SC Code of laws, Title 30, Chapter 4, Section 30-4-80 -- Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-BD All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings, The COMET complied with the notification of this meeting on Wednesday, November 15 2019 at 3:15 p.m.

**Central Midlands Regional Transit Authority
TRANSIT OPERATOR RFP SUBCOMMITTEE WORKING GROUP MEETING
Wednesday November 20, 2019 -11:00 A.M.
3613 Lucius Road, Columbia, SC 29201 - Large Conference Room**

Members Present:

John V. Furgess, Sr.
Lill Mood
Andy Smith

Guests Present:

Leo Auger, Auger Consulting
Frannie Heizer, Burr & Foreman
Col. (R) Roger Leaks, Jr.
Lill Mood
Shanell Shephard, Campbell Consulting

Absent:

Derrick Huggins

**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO
LeRoy Deschamps, Director of Administration & Operations/COO
Paige Jernigan, Administrative & Customer Service Specialist
Dr. Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer

1. CALL TO ORDER

Mr. Furgess called the meeting to order at 11: 01 a.m.

2. ADOPTION OF AGENDA

Motion:

A motion was made Ms. Mood and seconded by Mr. Smith to adopt the agenda.

Approved: Furgess, Huggins, Leaks, Mood, Smith

Absent: Huggins



Motion passed.

3. DISCUSSION & ACTION ITEMS

A. Discuss Draft Request for Proposals Scope of Work

Mr. Andoh mentioned that he and Mr. Auger are working on the technical piece and it should be ready to take to the Board in December. He added that this presentation will be a summary of the Request for Proposal.

Mr. Furgess stated he is concerned about the Transport Care Services management fee. Mr. Andoh confirmed it is a relationship between Transdev and Transport Care Services. Mr. Andoh added that there will be a pricing form in the RFP that will lay out all costs.

Mr. Auger explained that we will break down the Request for Proposal in thirty-six (36) sections. He mentioned that number 21. Contractor solely responsible for performance/subcontractors, slide three (3). He added that if we have any issues with the subcontractors, we will notify the contractor.

Mr. Auger reviewed the Scope of Work slide. He stated that what we are asking from the contractor is the same as what we would ask of our staff. Mr. Furgess inquired about the fare policy/ticket sales and how it will work in the Contract. Mr. Andoh stated that customer service will come in house at The COMET but the contractor will deal with fares and ticket sales.

Mr. Auger urged that we need to give the bidders as much information as possible. Ms. Mood asked about the "change in responsibility?" Mr. Auger gave the example of customer service being brought in house.

Mr. Auger reviewed the Exhibits section.

- EXHIBIT A - Scope of Work
- EXHIBIT B -Vehicle Inventory
- EXHIBIT C -Contractor Technical and Cost Proposal
- EXHIBIT D -Performance Incentives & Liquidated Damages
- EXHIBIT E -MBE/DBE Participation Plan
- EXHIBIT F -FTA Clauses
- EXHIBIT G -Request For Proposals

Mr. Furgess wanted more information regarding the new MBE requirements. Mr. Auger explained. Discussion occurred of the proposed major changes. Mr. Andoh stated that in the RFP we will present the operator information, which was not done in the past. He mentioned this is becoming the norm in the industry. Mr. Auger added that this will prevent the bidders from padding their proposals. He then reviewed the Present Operator Employee Information.

- Staff Seniority List, pay rates and PTO hours, and Non-Union Employee list



- Union Agreement for DART Paratransit Service Provider, TCS and ATU Local 610 for DART Paratransit
- Union Agreement for Fixed Route Service Provider, Transdev and ATU Local 610 for DART Paratransit
- Union Agreement for Maintenance Personnel for the Service Provider, TCS and the International Association of Machinists, Local 1879
- Union Agreement for Mechanics and Bus Servicing Personnel between Transdev and the International Association of Machinists, Local 1879

Ms. Mood asked if the bidder must renegotiate with the Unions? Mr. Auger stated that this usually has already taken place before the bidding process.

Mr. Auger explained the importance of the qualities of the General Manager.

- Leadership skills (1)
- Team Management (2)
- Accountability (3)
- Transit Knowledge (4)

Mr. Furgess stated he does not want us to have any responsibility other than being able to terminate based on performance. Ms. Mood mentioned that this time we are setting the expectations up front. Mr. Auger explained that the qualifications are important in the evaluation criteria.

Mr. Auger explained that the four key positions below will be reviewed based on resume and reference check. He added that they must be named and present for the presentation.

- General Manager
- Operations Manager & Assistant General Manager
- Paratransit Operations Manager
- Vehicle & Facility Maintenance Manager

Mr. Auger explained that the positions below will be new positions.

- Administrative Analyst
- Safety & Training Specialist
- Customer Service Analyst

Mr. Andoh reviewed the sample key personnel language used by Capital Metro. In summary, each staff member considered, there will be discussion regarding qualifications and experience including at least one reference with a name, address and phone number.

4. ADJOURN



Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to adjourn the meeting.
The meeting ended at 12:00 p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2019, Agenda Item _____

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:



Andy Smith, Secretary