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Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - 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.

**Central Midlands Regional Transit Authority
TRANSIT OPERATOR RFP SUBCOMMITTEE GROUP MEETING
Thursday, December 19, 2019 -10:00 A.M.
3613 Lucius Road, Columbia, SC 29201 - Small Conference Room**

Members Present:

John V. Furgess, Sr.
Lill Mood*
Dr. Robert Morris
Andy Smith

Guests Present:

Leo Auger, Auger Consulting
Pam Baker, Burr Foreman and McNair

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 & DETERMINATION OF QUORUM

Mr. Furgess, Vice Chair, delegated Mr. Smith to serve as the acting Chair in Mr. Huggins' absence. The meeting was called to order at 10:08 a.m. by Mr. Smith.

2. ADOPTION OF AGENDA

Motion:

A motion was made Mr. Furgess and seconded by Dr. Morris to adopt the agenda.

Approved: Furgess, Mood, Morris, Smith



Absent: Huggins

Motion passed.

3. Motion:

A motion was made Dr. and seconded by Dr. Morris to adopt the minutes for October 16, 2019; October 23, 2019; October 28, 2019, November 20, 2019 and November 25, 2019.

Approved: Furgess, Mood, Morris, Smith

Absent: Huggins

Motion passed.

4. Approved above

5. Approved above

6. Approved above

7. Approved above

8. DISCUSSION & ACTION ITEMS

- A. DELEGATE APPROVAL TO RELEASE REQUEST FOR PROPOSALS TO TRANSIT OPERATIONS RFP AD-HOC COMMITTEE UPON COMPLETION OF THEIR REVIEW

Mr. Furgess asked about the actual RFP. Mr. Andoh explained that he will get the RFP to the Committee but today we would request to the Board for the Committee to delegate approval to release for proposals to the Transit Operations RFP AD-Hoc Committee upon completion of their final review.

Mr. Smith asked will the Board see the document and have time to object. Mr. Andoh stated that the RFP will be sent to the entire Board and if they object, they will need to attend a meeting. Mr. Furgess urged that no staff changes occur, only legal changes. Mr. Auger added that everything the Committee requested, has been incorporated into the request for proposal. Mr. Furgess reminded of an issue with human resources subcontracting and urged that the oversight remains under the Contractor. Mr. Andoh explained that there would be clearer contract language.

Dr. Morris asked about the interview committee. Mr. Andoh referred to Page 37.

- Three Transit Operations Professionals (City of Raleigh, Capital Metro, Los Angeles County Public Works, Alexandria Transit Company and/or OmniRide)
- One The COMET Representative
- One SCDOT Representative (Office of Public Transit)

Mr. Andoh added that Legal will serve as an Advisor and Mr. Auger will be the Technical Advisor and a Contracting officer. Mr. Andoh added that the Board will not sit in on this process.

Dr. Morris asked about lodging. Mr. Andoh confirmed that they don't have to be present. Dr. Morris suggested paying their travel expenses. Mr. Andoh stated that they are going to do it within one day.



Mr. Smith asked if the OmniRide Representative is a subordinate of our former Executive Director. If so, he thought that would be a conflict of interest. Mr. Andoh stated he would get another alternate.

Mr. Andoh referred to Page 36 and explained the proposed evaluation criteria and weight.

- Company Qualifications 20
- Key Staff Qualifications 30
- Minority Business Enterprise Participation 20
- Innovation 10
- Pricing 20

Discussion continued regarding removal of member of management due to promotion and the penalty of a company bailing out of the contract.

Mr. Andoh stated that he anticipates a draft next week resulting in a special call meeting the week of New Years. Mr. Andoh asked if the Committee wants the full Request for Proposal or just the scope of work. Attorney Baker agreed. Mr. Auger added that the legal requirements can not be changed.

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris that the Transit Operations Request For Proposal Ad-Hoc Committee recommend to the Board to delegate authorization of the final wording of the Request For Proposals and release to the Committee. Mr. Furgess recommended that the motion be amended to state that the Board will be made aware that they could come to our meetings if they have any issues or concerns. Both Ms. Mood and Dr. Morris accepted the amended motion.

Approved: Furgess, Mood, Morris, Smith

Absent: Huggins

Motion passed.

9. ADJOURN

Ms. Mood left the call at 10:46 A.M.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to adjourn the meeting. The meeting ended at 10:47 A.M.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this January, 2020, Agenda Item _____

Prepared by:

Paige Jernigan
Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

Andy Smith
Andy Smith, Secretary