



The COMET Meeting Minutes are prepared and presented in summary form, audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Paige Jernigan at [cometadmin@thecometsc.gov](mailto:cometadmin@thecometsc.gov).

Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - -  
Per SC Code of Laws, Title 30, Chapter 4, Section 3D-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 Friday, August 23, 2019 at 3:15 p.m.

**Central Midlands Regional Transit Authority  
TRANSIT OPERATOR RFP SUBCOMMITTEE MEETING  
Wednesday August 28, 2019 -2:00 P.M.  
3613 Lucius Road, Columbia, SC 29201 – Executive Director Office**

**Members Present:**

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

**Guests Present:**

Leo Auger, Auger Consulting  
Frannie Heizer, Burr, Foreman, McNair Law Firm

*\*Indicates participation by phone.*

**The COMET Staff Present**

John Andoh, Executive Director/CEO  
LeRoy DesChamps, Director of Administration & Operations/COO  
Paige Jernigan, Interim Administrative & Customer Service Specialist

**1. CALL TO ORDER**

Mr. Huggins called the meeting to order at 2:13 p.m.  
A quorum was determined at the beginning of the meeting

**2. ADOPTION OF AGENDA**

**Motion:**

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

**Approved:** Furgess, Huggins, Mood, Morris, Smith

**Absent:** None



**Motion passed.**

**3. DISCUSSION & ACTION ITEMS (John Andoh)**

**A. Development of the Transit Operations & Maintenance Request For Proposals & Purpose**

Mr. Huggins began the meeting by stating that he expects this to be an open process with no preconceived ideas or directives. He added that the Committee will work closely with the Legal Counsel to insure a smooth process. He stressed the importance of being in attendance and if you are unable to attend to conference in if possible.

**B. Procurement Process**

Mr. Andoh mentioned that we will also be working closely with Mr. Auger of Auger Consulting. He will be the advisor for the RFP as he has technical experience. He added that the timeline for the RFP is 45 – 65 days with the recommendation of a start in date early 2020 with five (5) to six (6) months for transition.

**C. Timeline for Request For Proposals**

Mr. Huggins stated that we will try to adhere to the timeline, however, we want to take our time in this process. Mr. Huggins replied that he will keep the staff informed and utilize legal as much as possible.

**D. Request For Information**

Mr. Andoh stated that we first need to put out a Request for Information with a letter and the RFP from the prior service to the vendors and receive feedback and what is appropriate for the contract. Mr. Auger stated that this is a new process to bring everyone to the table. This practice will generate more competition and a better bid to the organization. He added that you may receive up to 50 – 60 questions from the bidder and we want to give as much time for transition as possible.

**E. Next Steps**

Mr. Huggins added that the next steps will be setting up meeting times. He would like to have concerns and ideas brought to the table at our next meeting. Mr. Furgess noticed that the separation of the DBE from the prime it eliminates the DBE due to bonding, loans, etc. Mr. Furgess asked if Mr. Auger could give us his opinion on this issue at the next meeting. Dr. Morris asked Mr. Auger to provide information prior to the next meeting. Mr. Huggins reiterated that the Committee is driving the process with the help of the consultant and he desires complete transparency.

Mr. Andoh mentioned that he could provide information of an example of the RFP process at



Capitol Metro. Mr. Huggins stated that he would get feedback from the Committee to help establish the agenda for the next meeting. Dr. Morris requested our next meeting should be a couple of hours with lunch provided. Mr. Andoh agreed.

Attorney Heizer concluded that Attorney Baker will be our primary procurement person. Mr. Huggins thanked everyone.

**4. ADJOURN**

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to adjourn the meeting.

**Approved:** Furgess, Huggins, Mood, Morris, Smith

**Absent:** None

**Motion passed.**

The meeting adjourned at 2:17 p.m.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

Adopted this October, 2019, Agenda Item \_\_\_\_\_

Prepared by:

  
\_\_\_\_\_  
Paige Jernigan, Interim Administrative & Customer Service Specialist

Approved by:

  
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Andy Smith, Secretary