



# Transportation Penny Advisory Committee Meeting

Monday, May 21, 2018 at 5:30 PM

4<sup>th</sup> Floor Conference Room

2020 Hampton Street, Columbia SC 29202

## Meeting Agenda

1. Call to Order Mr. Derrick Huggins
  
2. Introduction of New Members Dr. John Thompson
  - Cybril Busbee Jr.
  - John P. Epting, P.E.
  - Larry Funderburk
  
3. Approval of Minutes Mr. Derrick Huggins
  - April 23, 2018- No Quorum
4. Public Comment
  
5. Office of Small Business Opportunities Update (Pages 1-6) Ms. Melissa Watts
  
6. Transportation Program Update (Pages 7-8) Dr. John Thompson  
Mr. David Beaty
  - Council Approvals
  - Preconstruction Update
  - Construction Update
  - Miscellaneous
  
7. The Comet Program (Page 9) Mr. John Andoh
  
8. Other Business
  - Next scheduled meeting: June 25, 2018- 2020 Hampton Street
  
9. Adjournment



**OSBO**  
Manager's Report

May 21

2018

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TPAC Report

**1. Executive Summary:**

This report is submitted pursuant to Ordinance (s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the SLBE has equal opportunity to participate in County contracts for all six (6) Industry Categories.

Primary Industry Category					
Construction Services	Professional Services	Non-Professional Services	Engineering Services	Architectural Services	Wholesale Operations

**2. Purpose:**

The purpose of this report is managing the ongoing requirements of the Ordinance(s), improving and creating new Standard Operating Procedures (SOPs), and ensuring payment to contracted SLBEs.

**3. Office of the Small Business Opportunity Cross Functional Team**

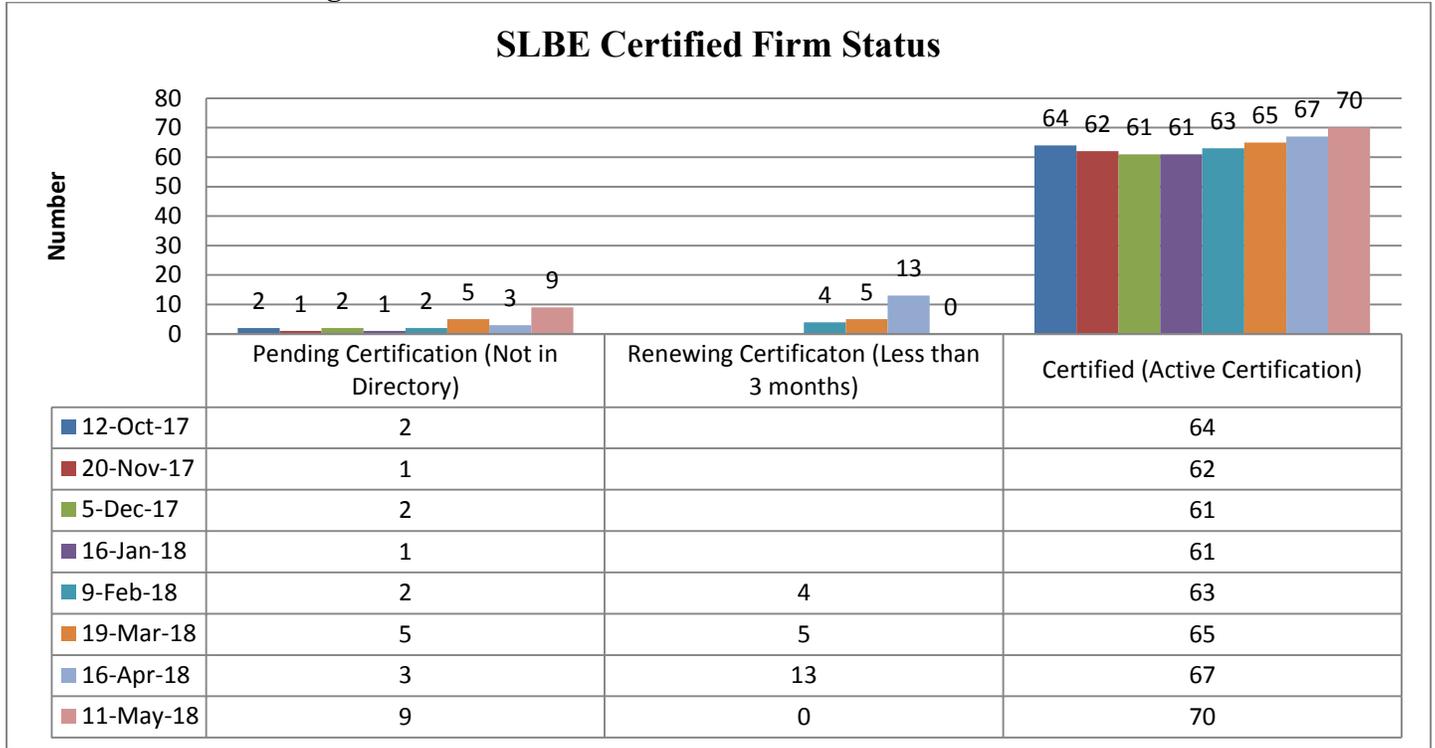
Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
VACANT	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Yolanda Davis	Procurement	Contract Specialist
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Pearson	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

**4. Goal Setting Committee (GSC)**

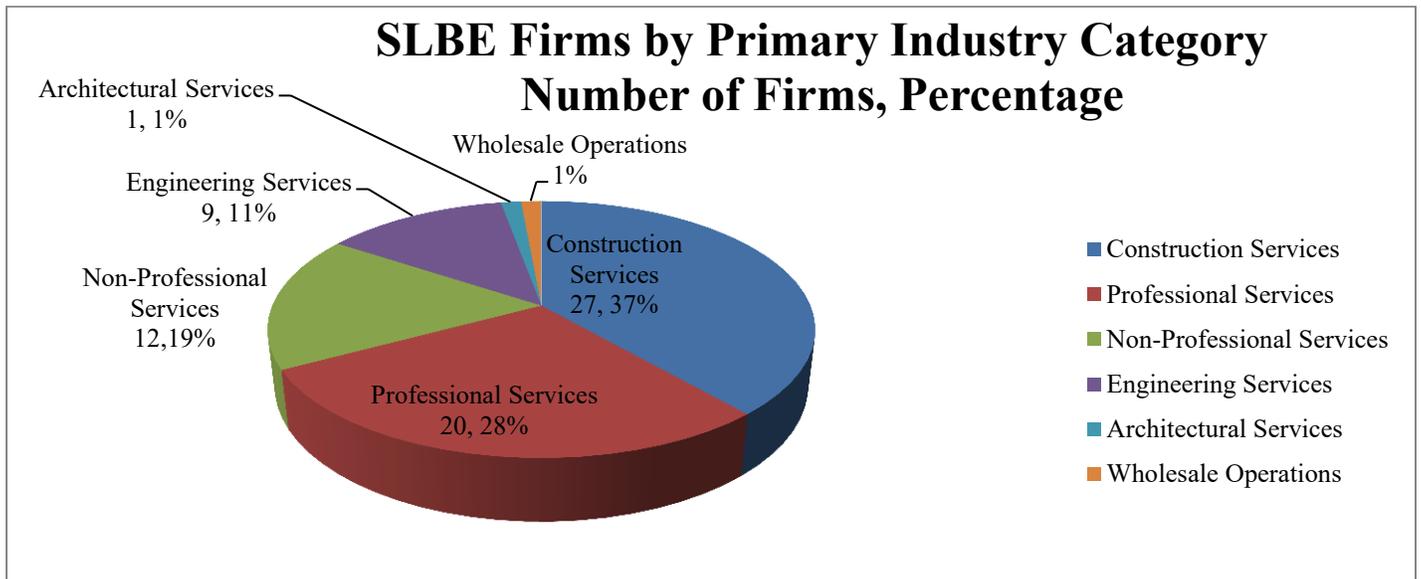
Team Matrix		
Name	Department	Title
VACANT	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

**5. Analysis:**

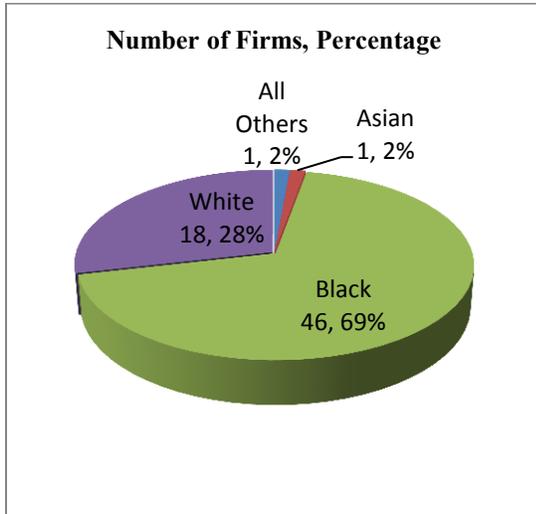
**SLBE Certification Program Overview:**



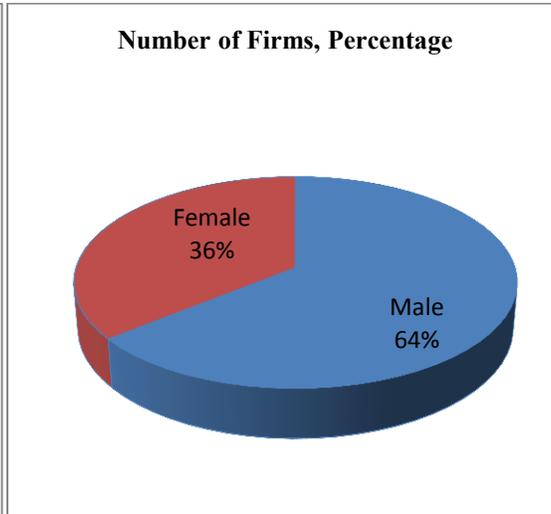
**Industry Categories:**



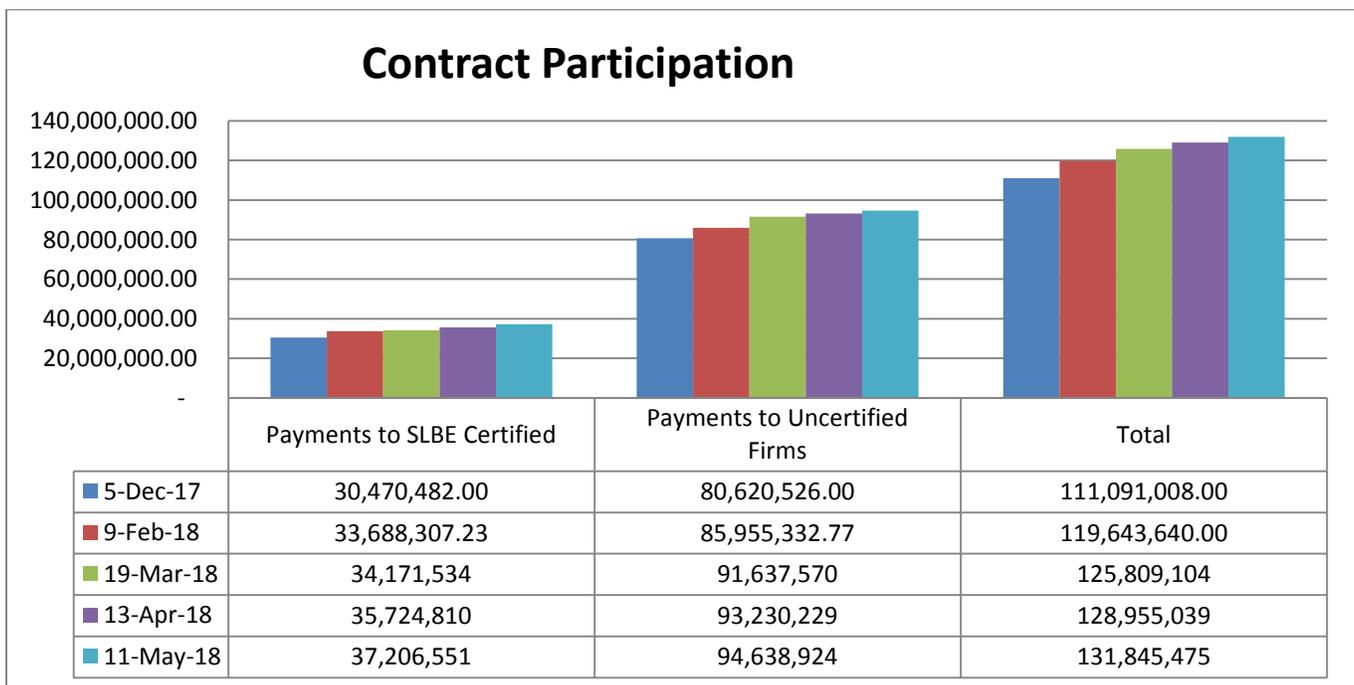
### SLBE Firms by Ethnicity



### SLBE Firms by Gender



### Contract Participation: January 1, 2012-May 11, 2018\*



\* Payments to Uncertified Firms - Include Prime contractors  
 \* Includes a total of 68 contracts - open (44) and closed (24)

### 6. Manager’s Assessment resulted in the following Action:

- **Managerial Focus**

- i. Implementing Business Development Academy
- ii. Facilitating OSBO Office Standard Operating Procedures
- iii. Managing reconciled undocumented payments for all certified SLBEs
- iv. Facilitating increase in County wide SLBE utilization in County wide contracts
  - OSBO staff is collaborating with RC Directors to identify current vendors to become certified SLBEs
- v. Outlined PDT SLBE Contractual Compliance

- PDT SLBE Participation Update and Payment Invoices
- vi. OSBO Support Richland County Renaissance Start Center

- **Business Development**

- i. OSBO Website Highlights
- ii. Highlighted Articles
  - Richland Community Participates in Small Business Week
  - Featured Businesses
    - RB Todd Consulting Engineers, LLC - District 1
    - Flock and Rally, LLC - District 5
- iii. Participated in 2018 Salute to Small Business Event May 2, 2018
- iv. Participated in 2018 City of Columbia 6<sup>th</sup> Annual Small Business Week “Leading the Change” event May 3, 2018
- v. Participated in B2GNow Training with the Richland County Public Library Staff April 30, 2018
- vi. [Partnership established with South Carolina Business One Stop \(SCBOS\)](#)
  - SCBOS created a Partner website page for Richland County Government OSBO

- RC Government Office of Small Business Opportunity Academy Workshop, website, [Workshops & Events](#)

INTERNAL TECHNICAL WORKSHOPS	DATE
<a href="#">Contract Compliance Payment Reporting</a>	Feb 8
Surveyor and Blue Print	Mar 28
Insurance and Bond Requirements	Apr 18
Relationship Between Prime & Subcontractor (Bid -Awards)	May 16
Dirt Roads, Clearing, storm drain, paving, grading road, etc.	Jun 20
Pavement (Striping and Signage)	Jul 18
Improvement Projects (Sidewalks and Bookkeeping)	Aug 15
Hauling (Resurfacing)	Sep 19
Concrete & Masonry	Oct 17
Safety	Nov 21
Traffic Control	Dec 19

INTERNAL ADMINISTRATIVE WORKSHOPS	DATE
Understanding the Richland County Ordinance	Jan 17
Contract Compliance Payments	Feb 8
Small Business Compliance and Legal Issues	Mar 22
Cash Flow	Apr 10
Richland Renaissance for the Small Business Owner	May 15
Why Get Certified	June 20
Workman’s Compensation and Insurance	July 18
Marketing 101	Aug 13
Small Business License Requirement	Sep 19
Ordinance Review	Oct 17
Richland County Procurement Process	Nov 7
Funding Resources for Small Businesses	Dec 19

- **Financial Resources Coordinator**

- Projects Completed
  - i. Participated in the City of Columbia Small Business Week May 1-3.
  - ii. Developed SLBE utilization goal for upcoming Resurfacing Project Package P
  - iii. Attended pre-bid meetings for Dirt Road Package G and H
  - iv. Attended pre-construction meeting for Sidewalk Package S-7
  - v. Assisted with real-time SLBE directory construct and roll-out

- vi. Reconciled multiple undocumented payments (time and month information is pulled)
  - Number of payments due to prime, 16
  - Number of payments not reported by prime to SLBE, 3
  - Number of payments not confirmed by subcontractors, 11
- Projects On-going
  - i. Established drill down NAICS codes for each certified business to ensure goal setting accuracy
  - ii. Develop an annual goal for county wide and Penny Tax specific contracts
  - iii. OSBO Lead in planning and implementing the Small Business Symposium for October 2018
  - iv. Supporting role of collaborating with IT, Certification and Compliance Specialist and Business Development Coordinator to implement Webinar, and ONBase Storage
- **Certification & Compliance**
  - i. Completed two (2) new certifications and two (2) re-certification with three (3) pending
  - ii. Provided training to six (6) Richland Library Staff members on how to review documents for certifying SLBE's through the B2G online application process at the library
  - iii. Collaborated with IT to streamline the SLBE Directory
- Incentives for Certification
  - i. Use Renaissance project as main strategy to increase SLBE County Certifications
    - Participated in the City of Columbia 4<sup>th</sup> Annual Conference Trade Show, May 3<sup>rd</sup>
    - Participated in the Small Business Administration and the South Carolina Chamber of Commerce Procurement Opportunity Match Maker Conference, May 2<sup>nd</sup>
    - Implementing a Small Business Expo for Fall 2018

## Transportation Program Update

### **Council Approvals**

- The Transportation Ad Hoc Committee met May 10, 2018 and voted to move to full Council on May 15, 2018 the following items:
  - Recommendation to begin design on all remaining Greenway projects
  - Recommendation to begin design on Shop Road Extension Phase 2
  - Recommendation to begin design on all remaining Widenings (Blythewood 2, Spears Creek Church, Polo, Lower Richland)
  - Recommendation to partner with City regarding Hampton and Calhoun Road Diets
  - Recommendation to indefinitely defer Bluff Road Phase 2 and Pineview Widenings
  - Recommendation to release the \$250 Million Bond Proceeds from Escrow

### **Pre-Construction Update**

- Clemson Road: Plans are 100% Complete, Right of Way Certificate is complete, Utility Agreements complete to include City of Columbia waterline. Tentative advertisement scheduled for July 2018.
- Atlas Road: Addressing comments from 95% Complete Plan review. Right of Way acquisition nearly complete. Anticipate advertising for construction in Q3 2018, dependent upon Railroad permits and City of Columbia utility designs.
- Southeast Richland Neighborhood: 100% Complete plans have been reviewed by SCDOT. Responses are underway. Right of Way acquisition complete. Anticipate advertising for construction in Q3 2018. Still need CLOMR from FEMA.
- Greene Street Phase 2: Design is approximately 99% complete. Right of Way acquisition continues, which is anticipated to be complete late Q2 2018. Anticipate advertising for construction in Q3/Q4 2018.
- 3 Major Intersections: 70% Plans submitted to SCDOT for review for Garner Ferry/Harmon, North Springs/Harrington, and Screaming Eagle/Percival. R/W acquisition has begun for Screaming Eagle/Percival. Other 2 should begin in May/June.
- Broad River Neighborhood Project – Plans 100% Complete, Right of Way Certificate complete, and bid document being reviewed by SCDOT. Anticipate advertising for construction Q3 2018.
- Magnolia/Schoolhouse sidewalks, Pedestrian Intersections – Bids due May 30, 2018.
- Dirt Road Packages G and H – Bids due June 6, 2018.
- Resurfacing Package O – Bids due June 27, 2018.
- Pelham/Tryon sidewalks – Bids due June 27, 2018.
- Clemson/Sparkleberry Intersection, Shop Road Widening – Public meetings were held April 30 at Spring Valley High School and May 17 at Olympia Learning Center, respectively.

## Construction Update

- Candlewood Neighborhood Improvement Project Phase 2 and Sidewalk Package S7 (Marion Street, Bratton Street, and Grand Street) : Contracts approved and Pre construction conferences were held April 25, 2018. Work expected to begin in June 2018.
- Farrow/Pisgah Intersection – Construction continues on this last of 6 Design-Build projects.
- Shop Road Extension Phase 1 – Work on the floorless culvert is complete. The contractor has begun paving operations for the first 1,000 feet beginning at Pineview.
- North Main Street Widening – SCE&G’s duct bank is 80% complete. The Joint Use Duct Bank is 50% complete. Sewer rehabilitation is 75% complete. Water relocation is 50% complete. Drainage installation continues near the R/R trestle and is heading south. Utility poles scheduled to be removed from Anthony to Sunset mid to late May 2018.
- 3 Rivers Greenway – Construction is underway. 13,900’ out of a total of 15,000’ of concrete pathway has been constructed. Work has begun on the parking lot and bathrooms.
- Transportation Improvement Contract 1 – Resurfacing is expected to resume with warmer weather. 4 of the 19 dirt roads have been removed from this current contract. 14 of the remaining 15 have been paved.

## Miscellaneous

- none



**From:** Samuel L. Scheib, Director of Planning and Development

**To:** Transportation Penny Advisory Committee

**Re:** The COMET updates for May 2018 TPAC Meeting

**Date:** May 15, 2018

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The COMET provides the following updates for the TPAC's review:

**Service changes:** In order to get our service within the board-adopted 187,650 hours, The COMET initiated several service changes on May 7 including:

- Overall lowering the number of hours by 2% and increasing efficiency on night service;
- Adding earlier trips to get passengers to work;
- Adding two express routes (for a total of 3) and adding the Blythewood Industrial Park to our existing Express Route 82;
- Adding service to the northeast, including on Clemson, Hardscrabble, and Killian Roads and on Summit Parkway;
- Adding additional service in the northwest part of the service area including Harbison and Parkridge.

**Vehicles:** The board of directors approved an “art bus” created by artist Laurie McIntosh through the City of Columbia’s One Columbia art program. Once the artist completes full size renderings our bus wrap vendor will wrap one vehicle with this unique design (shown below) as a roving art piece in the Midlands.



**Shelters:** Since the last meeting The COMET added shelters at the connection protection zones at Crowson Road (a 30') and Forest Drive Walmart (a 16' and a 30'). We also added shelters on Bush River near Ashland, Forest Drive at the Kroger, and Taylor Street at Oak Street, all 16 foot.

**Ridership:** The ridership report will be presented at the meeting.