

**RICHLAND COUNTY**

**ADMINISTRATION & FINANCE**

**COMMITTEE AGENDA**



**Tuesday, OCTOBER 26, 2021**

**6:00 PM**

**COUNCIL CHAMBERS**

**The Honorable Bill Malinowski, Chair**

**County Council District 1**

**The Honorable Yvonne McBride**

**County Council District 3**

**The Honorable Joe Walker**

**County Council District 6**

**The Honorable Overture Walker**

**County Council District 8**

**The Honorable Jesica Mackey**

**County Council District 9**

# RICHLAND COUNTY COUNCIL 2021



Bill Malinowski  
District 1  
2018-2022



Derrek Pugh  
District 2  
2020-2024



Yvonne McBride  
District 3  
2020-2024



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



Joe Walker III  
District 6  
2018-2022



Gretchen Barron  
District 7  
2020-2024



Overture Walker  
District 8  
2020-2024



Jessica Mackey  
District 9  
2020-2024



Cheryl English  
District 10  
2020-2024



Chakisse Newton  
District 11  
2018-2022





Richland County Administration & Finance Committee

October 26, 2021 - 6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski
  
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
  - a. Regular Session: September 28, 2021 [PAGES 7-14]
  
3. **APPROVAL OF AGENDA** The Honorable Bill Malinowski
  
4. **ITEMS FOR ACTION**
  - a. RCSD School Supply/Backpack Grant Approval [PAGES 15-17]
  - b. RCSD Midlands Gang Task Force Grant [PAGES 18-21]
  - c. Economic Development - Funding for the repaving of Mauney Drive from the County Transportation Committee(CTC) [PAGES 22-36]
  - d. Utilities Department - Quail Creek Collection System Rehabilitation [PAGES 37-41]
  - e. Utilities Department - Rabbit Run Sewer Line –Southeast Sewer Project Flow Increase [PAGES 42-47]
  - f. Utilities Department - Request for Approval of willingness to serve letter for the Point at Chestnut Plantation Development (TMS # R05211-01-01) [PAGES 48-52]
  - g. Community Planning & Development - TetraTech Change Order 14 [PAGES 53-84]
  - h. Government & Community Services - "Seeds to Engage" Small Business Grant Program [PAGES 85-89]

- i. Department of Public Works – Solid Waste & Recycling Division - Residential Curbside Collection Services, Area 1 – Contract Award recommendation [**PAGES 90-93**]
- j. Department of Public Works – Solid Waste & Recycling Division - Residential Curbside Collection Services, Area 3 – Contract Award recommendation [**PAGES 94-97**]
- k. Department of Public Works – Solid Waste & Recycling Division - Residential Curbside Collection Services, Area 6 – Contract Award recommendation [**PAGES 98-109**]

**5. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. I move that Richland County Council direct the County Administrator and his staff to conduct an equity and inclusive assessment of Richland County Administrative policies and services; and provide recommendations for a comprehensive approach to advancing equity for people of color, women and others who have been historically under- served, marginalized, and adversely affected by persistent inequality. By advancing equity across Richland County Government, we can create opportunities for the improvement of businesses, communities and individuals that have been historically under-served, which will benefit all of Richland County. Appropriate assessments will better equip Richland County to develop policies and programs that deliver resources and benefits equitably to all. [McBride - March 2, 2021]

**6. ADJOURN**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County  
Administration & Finance  
September 28, 2021 –6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29201

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Yvonne McBride, Overture Walker and Jessica Mackey

OTHERS PRESENT: Paul Livingston, Allison Terracio, Derrek Pugh, Gretchen Barron, Cheryl English, Michelle Onley, Angela Weathersby, Tamar Black, Leonard Brown, Elizabeth McLean, Kyle Holsclaw, Dale Welch, Jennifer Wladischkin, Randy Pruitt, Sierra Flynn, Michael Byrd, Mike Maloney, Lori Thomas, John Thompson, Stacey Hamm, Ashiya Myers, Bill Davis, Ronaldo Myers, Dwight Hanna, James Hayes and Brian Crooks

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 6:00PM.

2. **APPROVAL OF MINUTES**

a. **Regular Session: July 27, 2021** – Mr. O Walker moved, seconded by Ms. McBride, to approve the minutes as distributed.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. McBride moved, seconded by Mr. O. Walker, to adopt the agenda as published.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. **Treasurer's Office – Federal Forestry Funds** – Mr. Brown noted there were no specific requirements. The recommended action is approve allocating 50% of the funding to public schools and the remaining for the construction and improvement of public roads.

Ms. McBride moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to allocate 100% of the funds for roads, with priority given to roads near schools and school communities.

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September 28, 2021**

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Mr. O. Walker noted the Supreme Court decision pertaining to Greenville County's road user fee program, and the County currently being in litigation, if the funds could be placed in the road user fee fund.

Mr. McLean responded there is no problem using additional funds to supplement the road user fee funds, but they would need to have a breakdown of the funds until there is an answer from the courts.

Mr. Brown noted they could delineate the funding source was the forestry funds.

Mr. Malinowski noted many schools have been virtual; therefore, they have realized savings since they did not have to use their budgets for maintenance, upkeep and utilities.

Ms. Mackey offered a friendly amendment to improve roads that may be a priority, and not limit it to only roads near schools.

Ms. McBride responded her intent was not just for roads near schools, but also for those roads that are a priority.

Mr. Malinowski restated the motion, to designate 100% of the funding to road maintenance, to look at roads near schools and schools communities first, and if there are roads with greater needs than elsewhere to utilize the funds there.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous.

- b. Coroner's Office – Professional Pathology Services** – Mr. Brown noted this item is a continuation of using services for autopsies. The Coroner is requesting to continue using Professional Pathology Services for autopsy services.

Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve Professional Pathology Services (PPS) to perform autopsy services in the amount of \$700,000 for FY21-22.

Mr. Malinowski inquired if the draft of the contract could be included in the agenda packet when it comes to full Council.

Ms. McLean responded in the affirmative.

Mr. Malinowski inquired if they are currently working without a contract.

Ms. Rutherford responded she was not able to find a formal contract, but Professional Pathology Services has been used for over 10 years. She requested if a contract is put into place the Coroner's Office is able to review it.

Mr. Malinowski responded in the affirmative. He noted if the documents are not ready by the Council meeting to hold it instead of deferring the item.

**Administration and Finance Committee  
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Ms. Mackey inquired if the documents would be ready by tomorrow.

Ms. McLean responded she would try, but it would have to be reviewed by the Coroner.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous.

- c. **Waverly Magistrate Lease Extension** – Mr. Brown stated this is a request to continue the lease of the property.

Ms. Mackey moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve renewing the lease for three (3) years for the property located at 2712 Middleburg Road, Columbia 29204 for use by the Waverly Magistrate.

Ms. McBride noted they have leased the property for 21 years. She inquired if there were any updates to the facility in that time.

Judge Scott responded it is an older building, but it was well maintained. He noted there were some upstairs tenants that had a leak, but it did not do any major damage in the Magistrate's Office. About 3 weeks ago, there was a fire in the bathroom, and got a full remodel paid for by the landlord.

Mr. Malinowski noted the document references a former Administrator.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous.

- d. **Public Defender Lease Agreement** – Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve the request to extend the 2018 lease agreement for an additional three (3) years under the negotiated terms and conditions for the office space the Public Defender's Office occupies at 1420 Henderson Street.

Mr. Malinowski noted there was a month and commencing date missing from the document.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous

- e. **Public Defender Positions** – Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve the creation of three (3) new positions.

Mr. Malinowski inquired if the State or the County is providing the funding.

Mr. Hayes responded the State is providing the funding.

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In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous

- f. **General Obligation Bond Ordinance – Public Safety Complex** – Mr. Brown stated staff is requesting approval of a General Obligation Bond Ordinance in the amount not to exceed \$40M.

Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve an ordinance for the issuance of tax exempt General Obligation Bonds not to exceed \$40,000,000 for the construction of the Public Safety Complex at 7201 Two Notch Road, Columbia, South Carolina.

Mr. Malinowski noted the document references “equipping”. He inquired if we are going to replace everyone’s equipment.

Mr. Brown responded it is not talking about providing capital resources for other agencies.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous

- g. **Alvin S. Glenn Detention Center – Award of Fire and Security Control Maintenance Contract** – Mr. Brown stated staff recommends awarding the Fire and Security Control Maintenance Contract to Honeywell in the amount of \$362,947. The scope includes all services and equipment to be covered in the maintenance contract. This is a one-year contract, with up to four one-year renewals, based on satisfactory services to Alvin S. Glenn Detention Center.

Mr. Malinowski inquired if Legal has reviewed the contract.

Ms. McLean responded she has not reviewed the contract. Her approval was for the concept of awarding the contract. Typically, it would go through Procurement and then to Legal.

Mr. Malinowski inquired if the renewals would be for the same price.

Mr. Brown responded it would be contingent upon the satisfaction.

Ms. McBride inquired if this is a sole source contract.

Mr. Brown responded only one vendor responded to the RFP, but it is not a sole source contract.

Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve awarding the Fire and Security Control Maintenance Contract to Honeywell in the amount of \$362,947.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

**Administration and Finance Committee  
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The vote in favor was unanimous

- h. Business License Ordinance Amendment to comply with SC Act 176** – Mr. Brown noted this is a compliance issue regarding business license standardization requirements. Staff recommends the County be in compliance with the requirements.

Mr. O. Walker moved, seconded by Ms. Mackey, to forward to Council with a recommendation for approval of the business license ordinance amendments.

Mr. Malinowski referenced the line that states, “The County, may upon a finding of a rational basis as explained in its ordinance and by a positive majority vote of the Council, provide for additional reasonable subclassifications...” He inquired if there is anything we may be doing there, at this point.

Mr. Cavanaugh responded, essentially, rate class nine is to place businesses that put an undue burden on County resources, in order to recoup some of the money the County has to provide for them to operate legally. He noted this would be up to the committee and Council discretion.

Mr. Malinowski inquired if they would be monitoring this.

Mr. Cavanaugh responded in the affirmative, and noted he did not have any business types that fall into that category.

Ms. Mackey inquired if there would be any additional training for staff to comply with this act.

Mr. Cavanaugh responded in the affirmative. He stated the business licenses would expire on April 30<sup>th</sup> and would extend the renewal season. There will be a financial impact on the businesses themselves, and they would have to recalculate some rate schedules to comply with the new State mandated rate classes.

Ms. Mackey inquired if they internally developed a rollout plan so that businesses would be fully aware of the changes.

Mr. Cavanaugh responded he was going to send out a mass email to all the business owners as soon as the ordinance is passed. He wants to send some press releases out, and include information on the renewal applications.

Ms. Mackey requested an update, when this goes live, so they can address any potential problems internally.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous

- i. Neighborhood Matching Grant Guidelines** – Mr. Brown noted staff is recommending the changes. The new name of the grant will be the Neighborhood Enrichment Grant, and will remove mass components associated with the funds, increase the number of eligible projects associated with the funding, and add a new funding level for low-income communities.

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Ms. McBride moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve the proposed changes to the Neighborhood Matching Grant guidelines.

Ms. McBride stated she liked the removal of the required match component and increased eligible projects. She noted she would like to see communities that never applied and do not know how to write grants be engaged in every district.

Mr. Crooks responded they host 4 – 8 grant trainings every year, and provide opportunities for one-on-one meetings.

Ms. Terracio inquired if there was an increase in attendees with virtual trainings over the last year.

Mr. Crooks responded it decreased since it was on ZOOM. He noted anecdotally they had fewer submissions this year.

Ms. Terracio inquired if they had newer and different applicants this past year.

Mr. Crooks responded they had some new people participate in the ZOOM and one-on-one.

Mr. Malinowski stated, he believed, if they kept the match that consists of actual volunteer time you would have community members come in and help that would increase participation.

Ms. McBride stated it worked the opposite because writing the grant is very time consuming and Federal Grants have removed the volunteer match because it was a means of extra work.

Mr. Malinowski stated, for clarification, he was not talking about writing grants. He was referring to the part stating if you want \$1,500 dollars you need to complete 15 hours of community service.

Ms. McBride responded this is time consuming and they are not going to get a lot of volunteers by adding extra work. You may get less people applying.

Mr. Crooks stated they are still going to ask people to volunteer, but it is not going to be required. He noted the match was often the biggest barrier. If there was a grant request for \$1,500 there would need to be 150 hours volunteered. Community involvement would still be required in different ways.

In Favor: Malinowski, McBride, O. Walker and Mackey

Not Present: J. Walker

The vote in favor was unanimous

- j. **Ordinance Amendment, Chapter 2, Administration, Purchase Negotiations** – Mr. Brown noted staff is requesting the ordinance change in order to remove the cap from two (2) contracts being allowed in a collection area to three (3) contracts for high performing service providers.

Mr. Malinowski moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve the proposed amendment to Chapter 2, Administration, of the Richland County Code of Ordinances as it pertains to a cap on the number of Solid Waste Collection Area contracts that can be awarded to a single, High Performing Collections Contractor.

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Ms. Mackey inquired why the recommendation is three versus four.

Mr. Brown responded the idea behind it was, if you are already limiting it to two (2), to ask for anything more than that might cause less competition and could cause issues with diversity of service providers.

Ms. McBride stated she was not sure what was being requested.

Mr. Brown stated, for clarification, if there were a provider that was doing a good job, they do not want to limit them to just two (2) contracts.

Ms. McBride stated, in general, it would decrease the diversity in the program. She inquired why it was limited to two (2) originally.

Mr. Livingston noted, in the past, they only had two (2) providers. One had financial trouble and went out of business. To alleviate the problem, the County limited contractors to two (2) areas to give more flexibility if something happened with one collector. He noted moving to three (3) did not guarantee contractors three (3) contracts, but it would give staff more flexibility.

Mr. Brown noted the contract timeframes are set. In addition, it is a way to award providers that are doing a great job.

Mr. McBride inquired if there would be periodic checks for bulk items.

Mr. Malinowski suggested including language that states, if the provider observes bulk items, to report it to the County.

Mr. Brown responded they would see if the contractors would be willing to do so.

Ms. Terracio noted, in her district, tenants leave and abandon bulk items. It is an issue she is trying to address in another committee with a landlord ordinance. She would like to see communication between Public Works, when bulk items are noticed that have not been called in, and the County's Business License Department.

Mr. Malinowski suggested the landlord ordinance include language that landlords are required to call if they see a lot of trash thrown out by someone that left an apartment building. The landlords could potentially be fined for not calling it in.

Ms. Mackey inquired if we are advertising for curbside collection services in two (2) or three (3) service areas.

Mr. Maloney responded they will be advertising in three (3) service areas.

In Favor: Malinowski, O. Walker and Mackey

Opposed: McBride

Not Present: J. Walker

The vote was in favor.

**Administration and Finance Committee  
September 28, 2021**

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. **I move that Richland County Council direct the County Administrator and his staff to conduct an equity and inclusive assessment of Richland County Administrative policies and services; and provide recommendations for a comprehensive approach to advancing equity for people of color, women and others who have been historically under- served, marginalized, and adversely affected by persistent inequality. By advancing equity across Richland County Government, we can create opportunities for the improvement of businesses, communities and individuals that have been historically under-served, which will benefit all of Richland County. Appropriate assessments will better equip Richland County to develop policies and programs that deliver resources and benefits equitably to all. [McBride]** – No action was taken.

6. **ADJOURNMENT** – The meeting adjourned at approximately 7:00 PM.

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September 28, 2021

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**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Harry Polis		<b>Title:</b>	Deputy Chief
<b>Department:</b>	Sheriff	<b>Division:</b>		
<b>Date Prepared:</b>	October 04, 2021	<b>Meeting Date:</b>	October 26, 2021	
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b>	October 18, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b>	October 06, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	October 06, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	RCSD School Supply/Backpack Grant approval			

**STAFF’S RECOMMENDED ACTION:**

RCSD recommends Council approves the grant award in the amount of \$5,000 for the school supply/backpack grant program from the Berkshire Hathaway Energy Foundation for the Richland County Sheriff’s Department.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

No fiscal impact. 100% foundation funding and no match required.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

RCSD is asking Council to agree with the Sheriff's acceptance of the grant award for the school supply/backpack program from the Berkshire Hathaway Energy Foundation

This grant program will allow for additional funds for RCSD to purchase school supplies and backpacks for needy Richland County students. These will be distributed through the School Resource Officer program at Richland County schools as needed. This grant was not included in the original RCSD Grant Budget Request, since the funding was not released until late September 2021.

This project is 100% funded and requires no match.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

**ATTACHMENTS:**

1. Award letter





BHE GT&S, LLC  
925 White Oaks Boulevard  
Bridgeport, WV 26330

August 24, 2021

Ms. Traci Dove  
Richland County Sheriff's Department  
5623 Two Notch Road  
Columbia, SC 29223

Dear Ms. Dove:

On behalf of BHE GT&S, I am pleased to enclose a check for \$5,000 to the Richland County Sheriff's Department. This grant is intended to support the Back to School Community Outreach program.

If you have any questions regarding this grant, please feel free to contact me at 803-888-3444 or Gina Palmer at 304-677-3673.

Sincerely,

A handwritten signature in black ink that reads "Kristen M. Beckham".

Kristen Beckham  
External Affairs Manager

Enclosure



**Agenda Briefing**

<b>Prepared by:</b>	Harry Polis		<b>Title:</b>	Deputy Chief
<b>Department:</b>	Sheriff	<b>Division:</b>		
<b>Date Prepared:</b>	October 04, 2021	<b>Meeting Date:</b>	October 28, 2021	
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b>	October 18, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b>	October 06, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	October 06, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	RCSD Midlands Gang Task Force Grant			

**STAFF’S RECOMMENDED ACTION:**

RCSD recommends that Council approves the grant for the continuation of the Midlands Gang Task Force for the salary and fringe benefits for one (1) Task Force Commander to be assigned to the Sheriff’s Department.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

This is the continuation of a current RCSD grant. JL code is 4838110. This project will fund the salary and fringe benefits for the Task Force Commander.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

#### **STRATEGIC & GENERATIVE DISCUSSION:**

In July 2020, Council accepted the grant for the funding of the Midlands Gang Task Force. The terms of the previous agreement were from October 2020 to September 2021. At the time Grant Budget Requests were prepared in January 2021, it was not expected that this funding stream would be available to RCSD and was not originally included in the RCSD Grant Budget Requests for FY22. On October 4, 2021, the Sheriff's Department received notice of a grant award in the amount of \$96,320. This will provide salary and fringe benefits to the Task Force Commander. This position was previously scheduled to move to the Sheriff's Department budget on October 1. This is no longer necessary. Accepting this grant will allow for continuation funding through September 2022. This project has been a highly successful multijurisdictional effort.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

#### **ATTACHMENTS:**

1. Grant Award Letter



## South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

October 1, 2021

Mr. Leonardo Brown  
 Richland County  
 2020 Hampton Street  
 Columbia, South Carolina 29202

RE: Project Safe Neighborhoods Grant Program No. 5P000220  
 Midlands Gang Task Force

Dear Mr. Brown:

I am pleased to provide you with a grant award approved by this office in the amount of \$96,320 for the above-referenced grant project. To complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to return the signed grant award within 30 days from the date of this award. The Office of Highway Safety and Justice Programs (OHSJP) is now offering subgrantees the option to use electronic or digital signatures to execute OHSJP award documents. Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature image applied to the PDF, or a digital credential.) See the attachment entitled "OHSJP Electronic and Digital Signature Tutorials for Adobe Acrobat Reader" if additional information is needed.

If a subgrantee chooses to continue to provide a wet ink/original signature, this may be mailed in, or scanned and emailed to the OHSJP. Grant award documents may be sent electronically to Kayla Boston at [KaylaBoston@scdps.gov](mailto:KaylaBoston@scdps.gov) or via postal mail to the following address:

Ms. Kayla Boston, Administrative Assistant  
 Office of Highway Safety and Justice Programs  
 S.C. Department of Public Safety  
 Post Office Box 1993  
 Blythewood, South Carolina 29016

Copies of the Request for Payment/Quarterly Fiscal Report Forms are attached. The financial reports should be completed for each calendar quarter ending date and are due 30 days after the end of the quarter. The due dates and periods covered for programmatic progress reports are indicated within the attached special conditions.

Sincerely,

Phil Riley  
 Director

**Attachments**

c: Mrs. Traci Dove  
 Project Safe Neighborhoods Grant Official File

10311 Wilson Blvd. Blythewood, SC - US Mail: P.O. Box 1993 Blythewood, SC 29016

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS  
POST OFFICE BOX 1993  
BLYTHEWOOD, SOUTH CAROLINA 29016

**GRANT AWARD**

**Subgrantee:** Richland County Sheriff's Department  
**Grant Title:** Midlands Gang Task Force  
**Grant Period:** 10/01/2021 - 9/30/2022      **Budget Period:** 10/01/2021 – 9/30/2022  
**Date of Award:** October 1, 2021      **Grant No.:** SP000220  
**Amount of Award:** \$96,320

In accordance with the provisions of the Project Safe Neighborhoods (PSN) Grant Program, ALN No. 16.609 (Federal PSN Grant #2020-GP-BX-0018), and on the basis of the application submitted, the South Carolina Department of Public Safety hereby awards to the foregoing Subgrantee a grant in the federal amount shown above, for the project specified in the application and within the purposes and categories authorized for the Project Safe Neighborhoods Grants Program.

This grant is subject to the terms and conditions set forth in the application and to the special conditions attached to the grant award.

**Payment of Funds:** Grant funds will be disbursed to subgrantees (according to the project budget) upon receipt of evidence that funds have been invoiced and products received or that funds have been expended (e.g., invoices, contracts, itemized expenses, etc.). A copy of the grant application, which includes the approved budget is available on [www.scdpsgrants.com](http://www.scdpsgrants.com) for the subgrantee's use in completing the request for payment forms.

The grant shall become effective, as of the date of the award, upon the return of this form to the Office of Highway Safety and Justice Programs signed by the Official Authorized to Sign in the space provided below. This award must be accepted within thirty (30) days from the date of the award, and such quarterly and other reports required by the South Carolina Department of Public Safety must be submitted in accordance with regulations.

**ACCEPTANCE FOR THE SUBGRANTEE**

**ACCEPTANCE FOR THE SFA**



\_\_\_\_\_  
Signature of Official Authorized to Sign

\_\_\_\_\_  
Office Of Highway Safety and Justice Programs

**GRANT AWARD DATA: THIS AWARD IS SUBJECT TO THE GRANT TERMS AND CONDITIONS AND ATTACHED SPECIAL CONDITIONS.**

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Jeff Ruble		<b>Title:</b>	Director
<b>Department:</b>	Economic Development	<b>Division:</b>		
<b>Date Prepared:</b>	October 04, 2021	<b>Meeting Date:</b>	October 26, 2021	
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b>	October 18, 2021
<b>Budget Review</b>	Jams Hayes via email		<b>Date:</b>	October 06, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	October 06, 2021
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	Funding for the repaving of Mauney Drive from the County Transportation Committee(CTC)			

**STAFF’S RECOMMENDED ACTION:**

It is recommended that Council approves staff’s request to seek CTC funds for the repaving of Mauney Drive.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

A “C” fund grant from the County Transportation Committee (CTC) will fund this project.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

#### **STRATEGIC & GENERATIVE DISCUSSION:**

Tyson reopened their facility at the corner of Bluff Road and Mauney Drive in July. Tyson has committed to investing \$55 million and creating 330 jobs. This almost doubles the number of employees at this facility and in turn almost doubles the production.

With the increase in production, Tyson is concerned about the condition of Mauney Drive with the increase of the number of trucks that will be travelling this road. Doug Meister, Tyson's Plant Manager, mentioned this issue to Mr. Livingston and Mr. Brown during an introductory lunch meeting in March.

There are two additional companies that utilize this road for heavy loads: Owen Steel and American Cold Storage. Owen Steel has approximately 216 employees. They are a structural steel contractor, who ships steel nationwide. They have voiced their concerns of the condition of Mauney Road in the past. This road is also used as a connector from Shop Road to Bluff Road by other companies.

Public Works estimated the cost of repaving this road at around \$461,636.55.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

A location map is provided for reference.

#### **ATTACHMENTS:**

1. CTC Application
2. Cost Estimate
3. Location Map
4. Letter of Support from Tyson
5. Letter of Support from Owen Steel

**REQUEST FOR PROGRAMMING**  
**C Program Administration**

Attachment 1

COUNTY: Richland

CONGRESSIONAL DISTRICT: District 6

LOCAL PAVING (OFF SYSTEM)

STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM

SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: \_\_\_\_\_

**PROJECT INFORMATION SECTION**

DESCRIPTION OF REQUESTED INFORMATION: Richland Economic Development Office requests approval for the repaving of Mauney Drive to support the heavy loads of local businesses.

The estimated cost for this project is \$461,636.55

INITIAL ESTIMATED COST OF PROJECT: \$461,636.55

**COMPLETE IF APPLICABLE TO PROJECT**

BEGINNING POINT: Shop Road

ENDING POINT: Bluff Road

TOTAL MILEAGE: 0.56 MILE(S)

TYPE OF CONSTRUCTION:  NEW CONSTRUCTION  RESURFACING  OTHER

**LOCATION MAP MUST BE ATTACHED**

**PLEASE GIVE FOLLOWING INFORMATION IF WORK PERFORMED BY OTHERS THAN SCDOT:**

NAME OF GOVERNMENT ENTITY: Richland County Economic Development Office

CONTACT PERSON: Mr. Jeff Ruble CONTACT PHONE: +1 (803) 576-1368

TITLE OF CONTACT PERSON: Director

ADDRESS: 1201 Main St. Suite 1110

CITY / TOWN: Columbia SOUTH CAROLINA ZIP CODE: 29201

AUTHORIZED BY: \_\_\_\_\_

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

DATE

**RETURN TO: S.C. DEPARTMENT OF TRANSPORTATION**  
**955 PARK STREET, COLUMBIA, S.C. 29202**  
**ATTENTION: C PROGRAM ADMINISTRATOR**



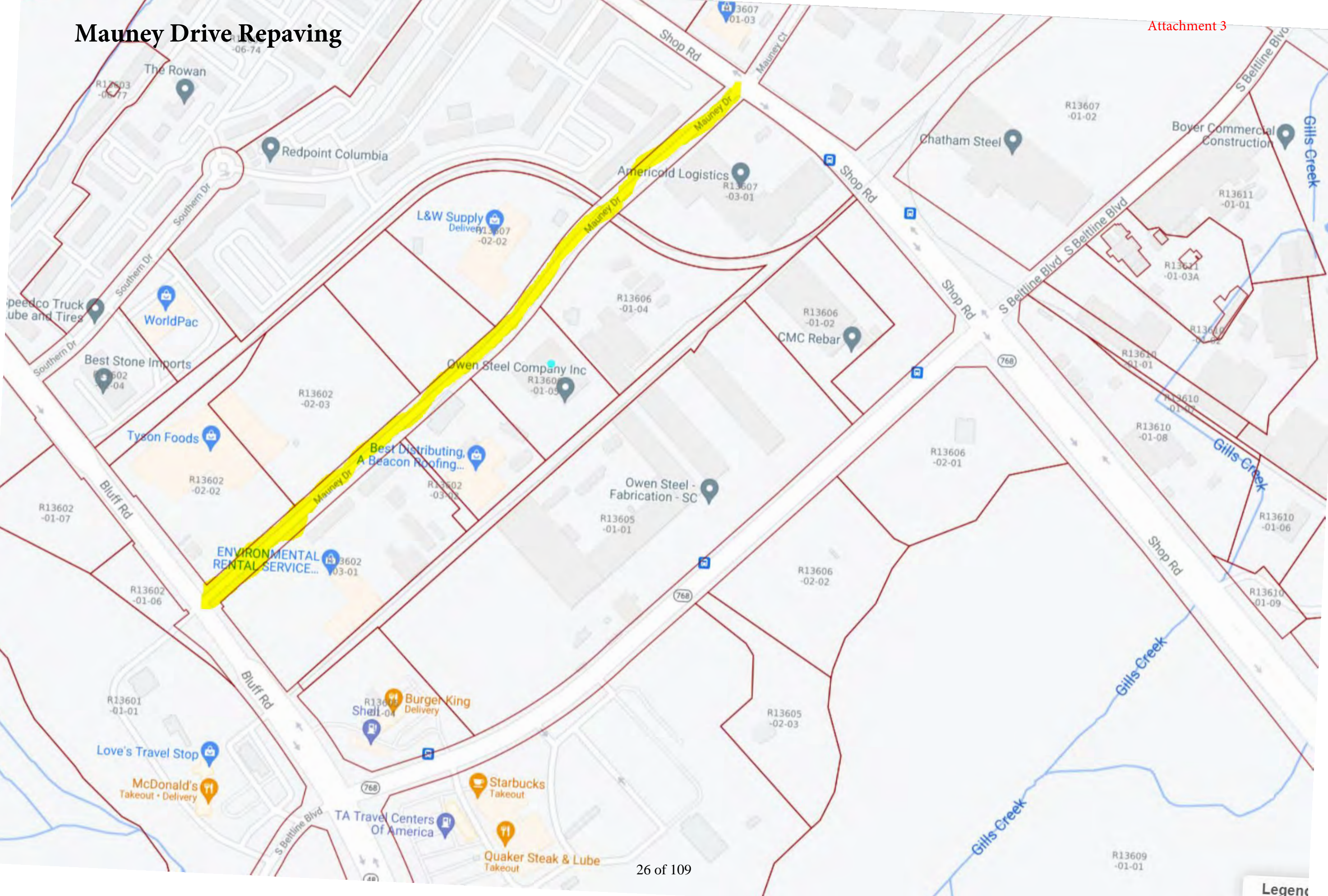
**Mauney Drive**

## Raodway Information:

Drainage	via ditches
Length	3000 ft
Width	27 ft
sqare feet roadway	81000 ft2
square yards roadway	9000 yd2
rate	200 lb/yd2
asphalt (lb)	1800000 lb
asphalt(tons)	900 ton

<b><u>Material</u></b>	<b><u>Quantity</u></b>	<b><u>unit</u></b>	<b><u>cost/unit</u></b>	<b><u>Total</u></b>
Cement Mod Recycled Base	9000	yd2	5.25	\$ 47,250.00
Cement	32.4	ton	170	\$ 5,508.00
Milling existing pavement	9000	yd2	8	\$ 72,000.00
Asphalt (surface C)	900	tons	100	\$ 90,000.00
Driveways (11)	240	tons	100	\$ 24,000.00
Stop bars	40	ft	3	\$ 120.00
4" white	100	ft	0.5	\$ 50.00
4"yellow	100	ft	0.25	\$ 25.00
borrow excavation (shoulders)	100	yd3	30	\$ 3,000.00
material subtotal				\$241,953.00
Mobilization				\$ 50,000.00
Traffic Control				\$ 50,000.00
subtotal				\$341,953.00
Engineering				\$ 34,195.30
contingency (25%)				\$ 85,488.25
<b>TOTAL</b>				<b>\$461,636.55</b>

# Mauney Drive Repaving





**October 1, 2021**

**To whom it may concern:**

**We at Tyson here in Columbia, SC would like to thank you for your consideration and commitment to reworking (asphalting) Mauney Road. It is important to the Tyson, Columbia Case Ready facility to have this road reworked so that we can ship and receive forty-five to fifty truckloads of Ground Beef and Steaks to Sam's Club and Food Lion stores daily.**

**Our team members are also looking forward to a smooth road when entering and exiting the facility to reduce the wear and tear on their vehicles.**

**We express our gratitude and appreciation to you and your team and look forward to hearing from you soon.**

**Kindest Regards,**

A handwritten signature in black ink that reads 'Doug A. Meister'.

**Doug Meister, Plant Manager  
Tyson Foods, Columbia Case Ready**

**Tyson Foods**  
1970 Bluff Rd. Columbia, SC 29201  
Office: 803-769-0311 - Mobile: 402-249-8584  
doug.meister@tyson.com



David Zalesne, President  
david.zalesne@owensteel.com  
803-251-7565

OWEN STEEL COMPANY INC.  
727 Mauney Drive  
Columbia, SC 29201  
[www.owensteel.com](http://www.owensteel.com)

October 4, 2021

Jeff Ruble  
Director - Richland County Economic Development  
1201 Main Street, Suite 1110  
Columbia, SC 29201  
[ruble.jeff@richlandcountysc.gov](mailto:ruble.jeff@richlandcountysc.gov)

**Re: Mauney Drive**

Dear Jeff:

On behalf of Owen Steel Company, located at 727 Mauney Drive, I am writing in support of a request for funding from the Richland County Transportation Committee to address the poor condition of Mauney Drive.

Although the road is only about 2,600 ft. long, a high volume of heavy commercial truck traffic, coupled with passenger vehicle traffic for employees of businesses on Mauney Drive as well as vehicles using Mauney Drive as a cut-through between Shop Road and Bluff Road, has caused numerous conditions of holes, cracks, and curb erosion, which are both unsightly and unsafe. Owen Steel employees driving to and from our office are increasingly being forced to choose between navigating around holes and trucks, or exposing themselves and their cars to injury and damages. The same conditions apply for many of our neighbors.

To be clear, Owen Steel does not use Mauney Drive for heavy commercial trucks – steel comes into and leaves our plant from Beltline. But many of our neighbors do have commercial freight activities as well as employee traffic on Mauney Drive, and conditions will only deteriorate further when traffic volumes increase from new construction ongoing at two locations on the north side of the road, and a new user when the plant at 729 Mauney Drive is sold.

Mauney Drive is benefiting from the job-creating economic development policies of Richland County, but the roadway infrastructure needs to be able to support that development.

Jeff Ruble  
Director - Richland County Economic Development  
October 4, 2021  
Page 2

To the extent Richland County has funding available to address the road conditions on Mauney Drive, we would be grateful for an allocation to pave and paint the main roadway, and to provide as much paved area as possible for idle trucks to wait off the main road and allow passenger traffic to pass safely.

Respectfully,

  
David Zalesne | Owen Steel Company





















**Agenda Briefing**

<b>Prepared by:</b>	Jessica Mancine		<b>Title:</b>	Manager
<b>Department:</b>	Utilities	<b>Division:</b>	Administration	
<b>Date Prepared:</b>	October 04, 2021	<b>Meeting Date:</b>	October 26, 2021	
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b>	October 18, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b>	October 18, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	October 19, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	Quail Creek Collection System Rehabilitation			

**STAFF’S RECOMMENDED ACTION:**

Staff recommends that County Council approves:

- The Quail Creek Collection System Rehabilitation work;
- The awarding of the rehabilitation phase to Vortex Companies.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The Community Development Block Grant (CDBG) will fund this project. The estimated cost for this project is \$754,626.32. Utilities have funded the cost for the evaluation of this project and will fund the Construction Administration of the project as it progresses to closure.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

Rehabilitating the collection system would aid in reducing the amount of inflow & infiltration (I&I) entering the system. Reduced I&I would, in turn, aid in the reduction of the Sanitary Sewer Overflows (SSOs), which can resolve existing and potential regulatory and health issues.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

The Quail Creek collection system was built in the late '70s, and many of the gravity sewer lines have reached the end of their useful life (EXHIBIT 1).

The closed-circuit television (CCTV) inspections of the Quail Creek collection system were conducted, and areas of I&I and other defects were identified. These areas were rated from one (1) through five (5), where 1 is in the best condition, and 5 is the highest priority for rehabilitation. This project will focus on categories 3, 4, and 5, the system's highest risk of failure sections. This project will reduce the amount of I&I entering the County's collection system. The proposed project would include approximately 4,300 ft. of cast-in-place pipe (CIPP) rehabilitating lines, including repairs to most lateral connections to the main. The Quail Creek Collection System Rehabilitation will improve the sewer flow and lessen the resident's possible sewer back-ups. This project will help address the issue all at once as where if the Council denied the request, Richland County Utilities Department staff would have to address each issue as it rises. This rehabilitation will also reduce staffs deployment to repair the lines and maintenance of the pump stations. The operation and maintenance cost of the pumps and other equipment will also be reduced due to this rehabilitation. This rehabilitation will increase the life and reliability of the system.

Prices were obtained from Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program. Through this procurement-approved program, local governments may purchase services which are competitively solicited and awarded by HGAC in compliance with County procurement guidelines and federal grant regulations. Federal guidelines encourage the use of cooperative purchasing agreements which allow for expedited procurement timelines and reduced administrative costs. Vortex Company is a local and national provider of CIPP and submitted pricing for this project (EXHIBIT 2).

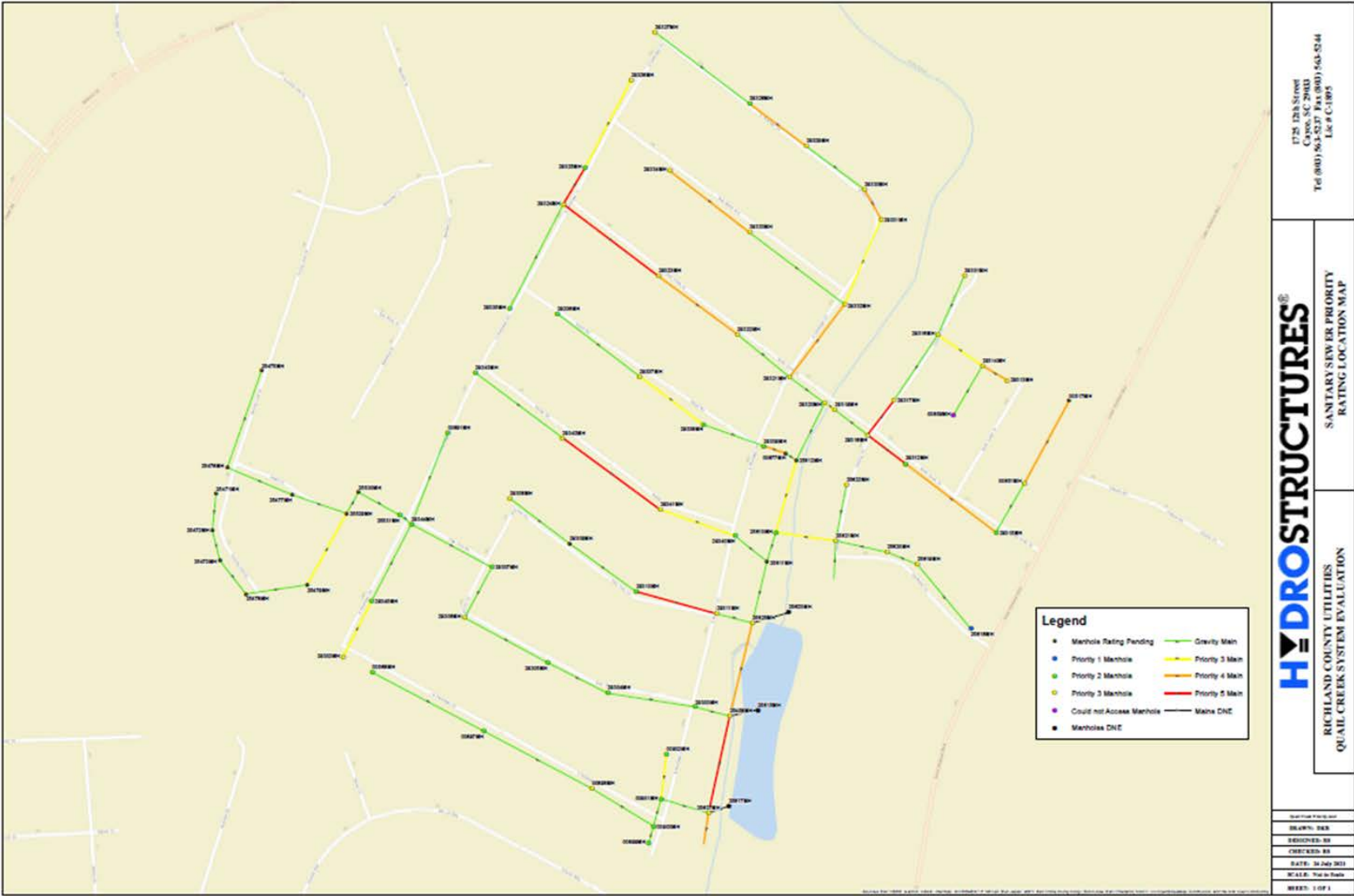
**ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

**EXHIBITS:**

1. EXHIBIT 1: Quail Creek Collection System Map.
2. EXHIBIT 2: Votex's Bid

Exhibit 1



1725 12th Street  
 Cape, SC 29433  
 Tel: (803) 563-5237 Fax: (803) 563-5244  
 Lic # C1395

**HYDROSTRUCTURES®**

SANITARY SEWER PRIORITY  
 RATING LOCATION MAP

RICHLAND COUNTY UTILITIES  
 QUAL CREEK SYSTEM EVALUATION

- Legend**
- Manhole Rating Pending
  - Priority 1 Manhole
  - Priority 2 Manhole
  - Priority 3 Manhole
  - Priority 4 Manhole
  - Priority 5 Manhole
  - Could not Access Manhole
  - Manholes DNC
  - Gravity Main
  - Priority 3 Main
  - Priority 4 Main
  - Priority 5 Main
  - Manhole DNC

DESIGNED BY	DNB
DESIGNED BY	
CHECKED BY	
DATE	30 July 2011
SCALE	Not to Scale
SHEET	1 OF 1

Exhibit 2



<b>To:</b> Richland County Government	<b>Contact:</b> Jani Tariq Hussain
<b>Address:</b> 2020 Hampton Street Suite 3064 (Third Floor)	<b>Phone:</b>
	<b>Email:</b> HUSSAIN.TARIQ@richlandcountysc.gov
<b>Project Name:</b> SC - Columbia Quail Creek Priority 5, 4, & Partial 3 (\$754k)	<b>Bid Number:</b> 208326
<b>Project Location:</b> Quail Creek, HOPKINS, SC	<b>Bid Date:</b> 9/9/2021

Bid Proposal is figured utilizing HGAC TP07-18 contract pricing

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
A1	Sewer Main Television Inspection (8" through 15" Diameter)	7,642.00	LF	\$4.00	\$30,568.00
A9	Sewer Main Cleaning - Normal (8" through 15" Diameter)	7,642.00	LF	\$4.00	\$30,568.00
A17	Sewer Main Cleaning - Mechanical (8" through 15" Diameter) (*BILL AS NEEDED)	0.00	LF	\$6.00	\$0.00
A51	6" - 12" Post TV Inspection After Rehabilitation	7,642.00	LF	\$5.00	\$38,210.00
A64	Vactor Truck Services (*BILL AS NEEDED)	0.00	HR	\$500.00	\$0.00
A68	Mechanical Root removal (*BILL AS NEEDED)	0.00	LF	\$8.00	\$0.00
A69	Grease removal (*BILL AS NEEDED)	0.00	LF	\$3.22	\$0.00
A70	Other Remote Obstruction removal (max. 5 lf)	11.00	EACH	\$690.00	\$7,590.00
C1	6" x 4.5mm STEAM / WATER CURE	0.00	LF	\$36.80	\$0.00
C2	8" x 6.0mm STEAM WATER CURE	7,642.00	LF	\$34.96	\$267,164.32
C29	Internal reconnects on Cured-in-place pipe	161.00	EACH	\$276.00	\$44,436.00
C52	6" to 12" Backyard Easement Additional Set-up Per Install Length (*BILL AS NEEDED)	0.00	LF	\$5.00	\$0.00
C62	4"-8" Set-up for installations of <20 each total	1.00	EACH	\$4,600.00	\$4,600.00
C64	4"-6" Set-up For Installations Of 51-150 Each Total	89.00	EACH	\$1,840.00	\$163,760.00
C65	6" - 12" CIPP Setup Charge (< 300 LF)	89.00	EACH	\$1,000.00	\$89,000.00
H1	6" - 8" Point repair ( 0'- 8' deep )	6.00	EACH	\$4,830.00	\$28,980.00
H2	6" - 8" Point repair ( 8'- 12' deep ) (*BILL AS NEEDED)	0.00	EACH	\$5,520.00	\$0.00
H38	Mobilization For Open Cut WO Under 200' Of Pipe	1.00	EACH	\$2,500.00	\$2,500.00
H47	Access Pit (0'-8' deep)	6.00	EACH	\$2,875.00	\$17,250.00
J1	Set up 4" pump and piping including up to 1000 feet of bypass discharge line (*BILL AS NEEDED)	0.00	EACH	\$2,559.00	\$0.00
J10	Operate 4" pumping System per pump (*BILL AS NEEDED)	0.00	DY	\$500.00	\$0.00
J221	TEAR DOWN 4" PUMP AND PIPING INCLUDING 1000 FEET OF BYPASS DISCHARGE LINE (*BILL AS NEEDED)	0.00	DY	\$2,400.00	\$0.00
M46	Tuberculation Removal (Pressure & Gravity Pipelines) (*BILL AS NEEDED)	0.00	LF	\$40.00	\$0.00
O11	Barricades, Signs, and Traffic Handling (per setup) (*BILL AS NEEDED)	0.00	EACH	\$3,500.00	\$0.00
O12	Traffic Control Plan (per setup) (*BILL AS NEEDED)	0.00	EACH	\$2,500.00	\$0.00
O13	Flagmen (*BILL AS NEEDED)	0.00	HR	\$40.00	\$0.00
P65	Travel and Mobilization - South Carolina	1.00	EACH	\$30,000.00	\$30,000.00

**Total Bid Price: \$754,626.32**

**Notes:**

- Proposal includes standard dewatering for 2" of flow or less. Any additional dewatering / bypass / or flow control beyond these efforts or greater than 200 GPM will be billed at the above unit rates on an as needed basis.



- Proposal includes standard signs and cones. Any additional maintenance of traffic (MOT) needed will be billed at the above unit rates on an as needed basis.
- Owner / Contractor will provide a portable hydrant meter for our use free of charge.
- Owner / Contractor will provide a local area and pay disposal fees to dispose the debris that is pulled from the cleaning process after it is decanted. Disposal site must be less than 10 miles away from job site.
- Owner / Contractor will provide access to each and every manhole and or structure. This may include but not limited locating, exposing, and raising buried MH's prior to our crew mobilizing.
- If necessary, Owner / Contractor will provide Permits & Fees. Vortex will provide our standard insurance coverage. OCP or railroad insurance & or longshoreman insurance is not included.
- Water used to clean pipe segment or box culvert to be decanted in the pipe segment or adjacent pipe/outfall area. Any turbidity control will be provided by Others.
- Mainline CIPP lining must be completed structure to structure.
- If bond is needed please add 1.5%.
- Our Bid Proposal is valid for 60 days from the bid date.
- Site Restoration will be performed by Others.
- This is a unit priced contract and the actual billing will be based on installed quantities. If the installed quantities vary greater than 10% of the bid quantities, Vortex reserves the right to adjust our unit price accordingly.
- CIPP Samples can be provided at no additional cost. If 3rd party CIPP testing is required, it can be provided at \$450 per each test. There was no CIPP specification mentioning samples and testing for this bid.
- Once our CIPP liner is installed, we will provide a post cctv video to show the final CIPP product. One light jetter pass will be included before running the camera down the final CIPP liner. No additional or aggressive cleaning will be performed since it could damage our CIPP PE coating.
- Our bid proposal as submitted reflects the current material pricing established on or before the bid date listed within our proposal. In the event of unforeseen price increases of our raw materials, Vortex reserves the right to adjust our unit rate or overall bid proposal accordingly to account for such price increases.
- Payment terms: Net 30 days. Interest will be added to balances outstanding after 30 days
- The contract price is exclusive of applicable state and local sales taxes.
- Vortex's bid proposal shall be incorporated into the subcontract agreements. Vortex will initiate this project upon an agreement or receipt of a subcontract or purchase order. Copies of payment and performance bonds must be provided to Vortex.

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	
<b>Date Prepared:</b>	August 09, 2021	<b>Meeting Date:</b>	October 26, 2021
<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 07, 2021
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 07, 2021
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 07, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Rabbit Run Sewer Line – Southeast Sewer Project Flow Increase		

**STAFF’S RECOMMENDED ACTION:**

Staff recommends that the County Council approve funding to upsize an existing 8-inch gravity sewer line to a 15-inch gravity sewer line. The line is located at the Rabbit Run and is needed to accommodate additional sewer flow and eliminate the Quail Creek pump station from the City of Columbia transfer area.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The Southeast Sewer and Water project has the funds to pay for the change order. The change order cost is \$111,749.00 including a 10% contingency to cover any unforeseen changes. The Southeast Sewer and Water project has \$186,032.00 credit to eliminate the rehabilitation of the Quail Creek pump station.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

#### STRATEGIC & GENERATIVE DISCUSSION:

The existing Rabbit Run sewer pipeline is an 8-inch diameter. The elimination of the Quail Creek pump station was not considered during the design phase. This existing pipeline was designed to convey the flow required from the Transfer area of Richland Hills and Alexander Pointe subdivisions, see Exhibit 1. The existing pipe does not have adequate capacity for additional flow from Quail Creek, Swandale, and Savannah Wood subdivisions. In order to assure capacity exists to convey the additional flow this pipeline must be increased to 15-inch.

#### ADDITIONAL COMMENTS FOR CONSIDERATION:

If we do not upsize the current sewer pipeline on Rabbit Run from an 8-inch to 15-inch line to convey the additional flow, we will need to continue sending the flow to the City of Columbia, which will cost RCU \$10,890 per month. The recommendation is to award the work to Tom Brigman Contractors (TBC), who was the low bidder for the work and who is currently working on Division 1 and 2 of the Southeast Sewer project. TBC provided the lowest total quote price of \$101,590.00. The lowest quote was \$101,590.00, see Exhibit 2. The two additional quotes, Stutts and Williams and TCO, are attached, see Exhibit 3 and 4 respectively. The decommissioning of the Quail Creek pump station will also provide monthly savings in operation and maintenance cost of estimated approximately \$8,000 in power, water usage, repairs, staff daily visits and generator services.

#### EXHIBITS:

1. Exhibit 1: Map of the pipeline location
2. Exhibit 2: Tom Brigman Contractors Quote
3. Exhibit 3: Strutts & Williams Quote
4. Exhibit 4: TCO no bid email

Exhibit 1

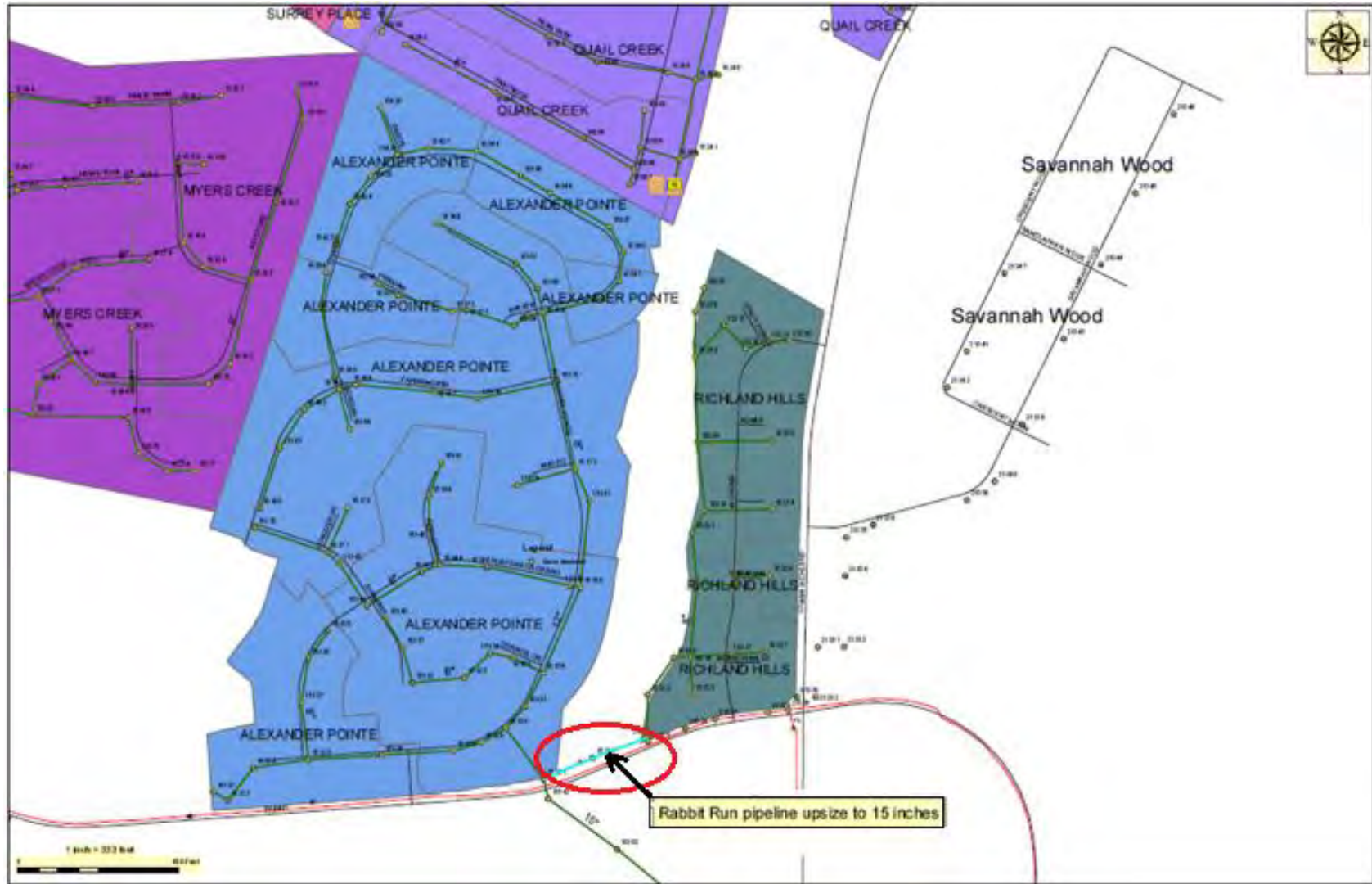


Exhibit 2

*Tom Brigman Contractors Inc.*

**TBC**

1509 SUNSET AVENUE, P.O. BOX 336, NEWBERRY, SC 29108  
PHONE: (803) 276-4083 FAX: (803) 276-1050

June 8, 2021

QUOTE TO:  
Mr. Joel Wood  
Joel E. Wood & Associates  
Email: [joelwood@comporium.net](mailto:joelwood@comporium.net)

Ref: SE Richland Div I Rabbit Run Sewer

Dear Joel:

We are pleased to quote the above referenced as follows.

Item Description	Qty	Unit	Unit Price	Total Amount
Staking & Layout	1	LS	\$ 1,500.00	\$ 1,500.00
Tie to ex MH (downstream)	1	LS	\$ 5,000.00	\$ 5,000.00
Remove ex 8" line	433	lf	\$ 30.00	\$ 12,990.00
Install new 15" sdr 26 pvc	433	lf	\$ 95.00	\$ 41,568.00
New 4' MH	2	ea	\$ 5,800.00	\$ 11,600.00
Erosion Control	1	LS	\$ 3,500.00	\$ 3,500.00
Grassing & Mulching	1	LS	\$ 2,500.00	\$ 2,500.00
Tie ex line to new MH	1	LS	\$ 5,000.00	\$ 5,000.00
Airtest line	433	ea	\$ 4.00	\$ 1,732.00
Vacuum test MH	2	ea	\$ 600.00	\$ 1,200.00
Bypass pump (set-up/breakdown) and maintain	1	LS	\$ 15,000.00	\$ 15,000.00

**TOTAL QUOTE \$ 101,590.00**

If you have any questions, please feel free to contact me.

Thank you,

M. Blake Brigman  
President

BB/cd

Exhibit 3



PO Box 2046  
Lexington, SC 29072  
(P) 803.814.3753  
Contractor's License # - G119374

**CHANGE REQUEST PROPOSAL**

DATE: 5/26/2021  
PROPOSAL TO: RICHLAND COUNTY UTILITIES  
ATTN: Joel Wood / Adam Childers

PROJECT: SE Richland County Sewer  
LOCATION: Rabbit Run Road  
ENGINEER: Joel E. Wood & Associates

*Stutts & Williams hereby proposes the following pricing for the change of upsizing of existing 8" sewer line along Rabbit Run Road to 15":*

MOBILIZATION	1	LS	\$ 10,650.00	\$ 10,650.00
15" PVC SDR26	448	LF	\$ 152.00	\$ 68,096.00
SALVAGE/RE-ESTABLISH RIP RAP	1	LS	\$ 3,250.00	\$ 3,250.00
MANHOLE (0'-8')	1	EA	\$ 7,350.00	\$ 7,350.00
BYPASS SEWER FLOW (Two Directions)	1	LS	\$ 52,600.00	\$ 52,600.00
CORE EX. MANHOLE #1 AND #3 / RE-BUILD INVERT	2	EA	\$ 3,400.00	\$ 6,800.00
DEWATERING	1	LS	\$ 8,384.00	\$ 8,384.00
TRAFFIC CONTROL	1	LS	\$ 3,520.00	\$ 3,520.00
EROSION CONTROL / STABILIZATION	1	LS	\$ 2,500.00	\$ 2,500.00
				\$ 163,150.00

Respectfully Submitted:  
Stutts & Williams, LLC

Brad Stutts

## Exhibit 4

---

**From:** [joelwood@comporium.net](mailto:joelwood@comporium.net)  
**Sent:** Thursday, July 8, 2021 4:27 PM  
**To:** 'Bill Davis' <[davis.bill@richlandcountysc.gov](mailto:davis.bill@richlandcountysc.gov)>  
**Cc:** 'TARIQ HUSSAIN' <[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)>; 'SAHAD KHILQA' <[KHILQA.SAHAD@richlandcountysc.gov](mailto:KHILQA.SAHAD@richlandcountysc.gov)>  
**Subject:** FW: Change Order Request - Rabbit Run 8" Gravity- No Bid

See below.

**JOEL E. WOOD & ASSOCIATES**  
**JOEL E. WOOD**  
**MOBILE (803) 448-4250**  
**YORK OFFICE (803) 684-3390**  
**KINGS MOUNTAIN OFFICE (704) 739-2565**

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**From:** Tanya Frierson  
**Sent:** Thursday, July 8, 2021 9:48 AM  
**To:** [joelwood@comporium.net](mailto:joelwood@comporium.net)  
**Cc:** Bobby Newman <[bnewman@tcoconstruction.com](mailto:bnewman@tcoconstruction.com)>; Tanya Frierson <[tfrierson@tcoconstruction.com](mailto:tfrierson@tcoconstruction.com)>  
**Subject:** RE: Change Order Request - Rabbit Run 8" Gravity- No Bid

Good morning Joel,

Looking at our current schedule and since TCO has already demobilized, we are choosing the option to "No Bid" this change order request.

Kind regards,  
Tanya Frierson

TCO Construction  
55 M and N Road  
Sumter, SC 29153  
Tel: (803) 495-4420  
Fax: (803) 495-4430

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**Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	
<b>Date Prepared:</b>	September 24, 2021	<b>Meeting Date:</b>	October 28, 2021
<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 18, 2021
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 06, 2021
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 06, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Request for Approval of willingness to serve letter for the Point at Chestnut Plantation Development (TMS # R05211-01-01)		

**STAFF’S RECOMMENDED ACTION:**

Staff recommends that County Council approve the Willingness to Serve Letter for the development (see attached Exhibit 3).

- Option 1: Approve the staff’s recommendation; or,
- Option 2: Deny the Willingness to Serve letter.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	Yes		No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The proposed development will provide additional sewer infrastructure to Richland County Utilities (RCU) in District 1 at no cost to the County. The estimated value of the new sewer infrastructure will be known once the design is completed through the Delegate Review Process (DRP). At build-out, the developer will pay a sum of \$508,000 for sewer tap fees. In addition, the customers will pay monthly sewer service fee (\$64.03 x 127= \$8131.81) to the County.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.



**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

RCU submits willingness to serve information on all new developments to County Council for approval before proceeding with the DRP. Once RCU receives approval from County Council, RCU will notify developer to proceed with designing the system in accordance with the DRP.

Information for this development was generated when staff received a request from the Civil Engineering of Columbia (CEC) for sewer availability for the proposed development. The project is located off of Lost Creek Drive between Chestnut Ridge and White Oak in Chestnut Hill Plantation (Exhibit 1, a and b). The proposed development consists of 127 single-family homes (Exhibit 2) and will generate an average daily flow of 38,100 gallons per day (GPD) of wastewater. RCU staff evaluated the development in accordance with our Capacity Assurance Program (CAP) and has determined that we currently have adequate capacity to accept and treat this additional wastewater at the Broad River Wastewater Treatment Plant

The table shown below summarizes the project.

Project Name	Project Address	TMS	Number of Units	Sewer / Tap Revenue	Monthly Revenue for Sewer	Meets Zoning Requirements?	Notes
The Pointe at Chestnut Plantation	at Lost Creek Drive between Chestnut Ridge and White Oak at Chestnut Hill Plantation	R05211-01-01	127	\$508,000	\$8131.81	Submitted to City of Columbia Planning Commission	

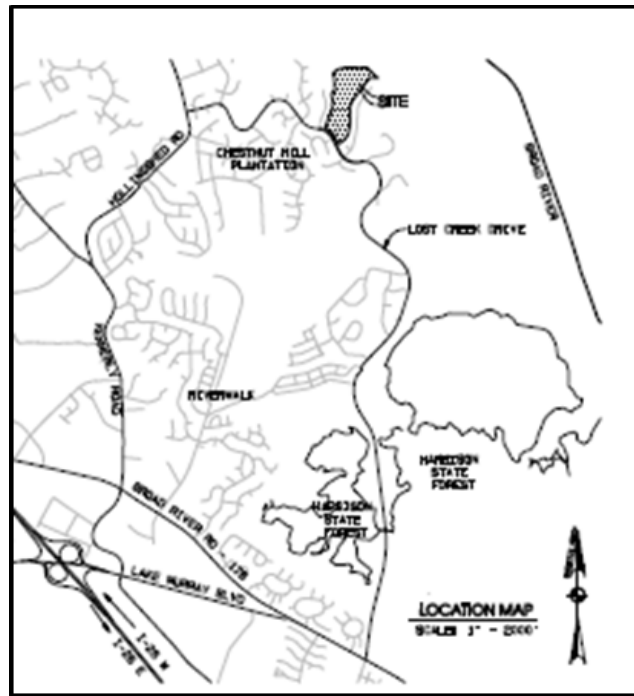
**ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

**ATTACHMENTS:**

Exhibit 1: Location of the Proposed Development: TMS# R24500-06-10

A.



B.

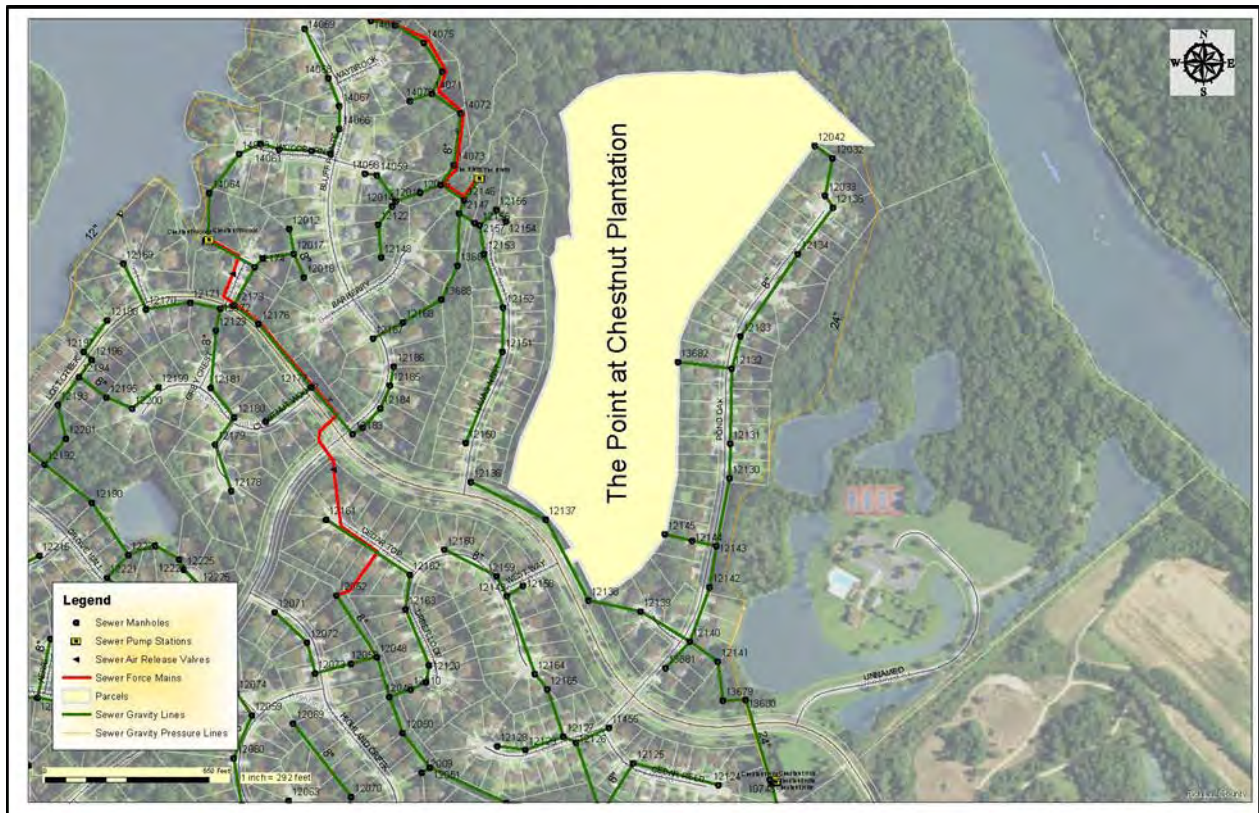


Exhibit 2: Sketch plan: TMS# R24500-06-10

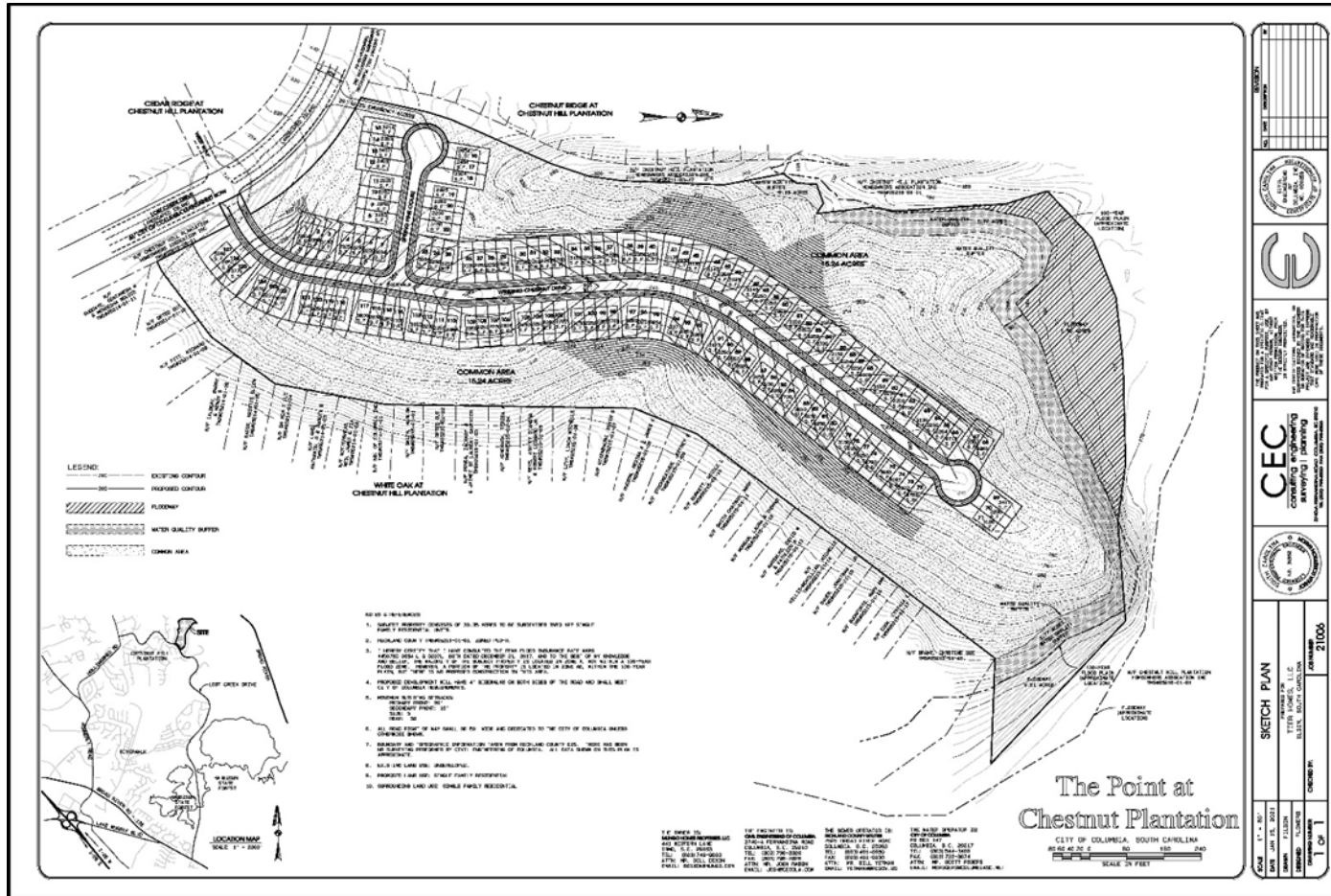


Exhibit 3: Willingness to serve letter: TMS# R24500-06-10



October 1, 2021

Elissa Filson  
Senior Design Associate  
3740-A Fernandina Rd  
Columbia, SC 29210

Re: "Willingness to Serve Letter"  
The Point at Chestnut Plantation  
TMS # R05211-01-01

Dear Ms. Filson:

In response to your request on October 1, 2021, regarding sanitary sewer availability for the above-referenced parcel, Richland County Utilities (RCU) has the capacity to serve the 127 REUs (38,100 gpd) for the development's sewer needs as indicated in the preliminary plan attached.

Your request has been entered into our Capacity Assurance Program as CAP E-2021008 and will be presented to the Administration and Finance (A&F) Committee for approval. If approved by the A&F Committee, it will be moved to the full Council for final approval.

Upon approval, you will be able to submit plans and specifications in accordance with our Delegated Review Program (DRP).

The availability is valid for twelve (12) months from the date of council approval. If you have any questions, please contact me at 803-771-1235.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. H. Davis".

William (Bill) H. Davis, PE  
Director of Utilities

Cc: Tariq Hussain, Deputy Director of Utilities  
Sahad Khilqa, Ph.D., Sanitary Engineer





**Agenda Briefing**

<b>Prepared by:</b>	Sara Scheirer	<b>Title:</b>	Grants & Community Development Manager	
<b>Department:</b>	Community Planning & Development	<b>Division:</b>	Community Development	
<b>Date Prepared:</b>	October 12, 2021	<b>Meeting Date:</b>	October 26, 2021	
<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 13, 2021	
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 13, 2021	
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 13, 2021	
<b>Approved for consideration:</b>	Assistant County Administrator	Aric A Jensen, AICP		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	TetraTech Change Order 14			

**STAFF’S RECOMMENDED ACTION:**

Staff recommends approval of the contract extension for the agreement between Richland County and Tetra Tech.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The County has expended roughly \$26 million dollars of the originally allocated \$30 million in CDBG-DR funds. Richland needs Tetra Tech’s assistance with the final expenditures and closeout portion of the grant funds.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

This proposal complies with HUD and County procurement policies and related regulations.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

#### STRATEGIC & GENERATIVE DISCUSSION:

The flooding event that impacted the State of South Carolina from Oct 1-5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the state. Richland County was one of the most impacted areas, with substantial residential damages and hundreds of roads impassable. Many low to moderate income homeowners experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result, Richland County was provided a direct allocation of \$30,770,000.00 in U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County developed, and HUD approved, an Action Plan which must be followed in order to distribute these funds.

Richland County approved Task Order No.7-2016-RichlandCo for Tetra Tech, Inc. (Tetra Tech) to provide experienced staff to help develop the processes for administering CDBG-DR funds and implement the resulting housing programs thru June 26, 2017. Since then, 13 Change Orders have been executed, and Richland County has expended roughly \$26 million dollars of its original allocation.

Richland County Community Development supports this Change Order and would like to continue working with Tetra Tech on the remaining projects and closeout of the CDBG-DR Grant. We feel strongly that Tetra Tech's expertise and historical knowledge of the programs and projects executed is necessary for a clean and timely closeout of the CDBG-DR Grant.

The alternative to not approving this extension would be a halt in performing critical housing repairs and reconstructions, negative QPR reports to HUD for progress made, and a delay in grant closeout. Furthermore, the cost in time and resources to hire a different vendor and get them up to speed would significantly deplete the remaining fund balance and provide no benefit to the program, and would reduce the number of customers that could be served.

#### ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

#### ATTACHMENTS:

1. Task Order No. 7-2016-RichlandCo
2. Change Order Authorization No. 14
3. County Council Minutes (March 16, 2021)

**RICHLAND COUNTY, SOUTH CAROLINA  
TASK ORDER No. 7-2016-RichlandCo**

Richland County, South Carolina (County) hereby authorizes the services to be performed by Tetra Tech, Inc. (Tetra Tech) for the period of performance and estimated budget set forth herein:

**PROJECT:** Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services -- October/2015 Severe Storm and Flooding

**DURATION OF WORK:**

Estimated period of performance is from **June 27, 2016** through **June 26, 2017**

*To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.*

**SCOPE OF SERVICES:**

The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A**.

**ESTIMATED COST (not to exceed):**

Initial Not-to Exceed (NTE) Amount: **\$996,843.00**

The cost is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between Richland County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the **Richland County RFP No. RC-651-P-2016** for Consulting and Representation Services - Disaster Recovery. Exhibit 1 shows the estimated project cost breakdown.

**Exhibit 1: Estimated Cost Breakdown**  
*(Includes labor, materials, and travel expenses)*

<b>Task</b>	<b>Estimated # of Staff</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>
Assistant CDBG-DR Program Manager <sup>1</sup>	1	1,820	\$318,500
CDBG-DR Case Workers Outreach/Intake and Application Review Specialists <sup>2</sup>	3	5,040	\$543,600
Project Related Expenses			\$134,743
<b>Estimated Total:</b>			<b>\$996,843</b>

<sup>1</sup> Assumes 40hrs/week for 6 months on site followed by 30hrs/week during months 7-12. Work during months 7-12 may be performed onsite and remotely.

<sup>2</sup> Assumes 3 case workers (one lead serving as housing program manager and 2 subordinates) working 40hrs/wk. Lead will start month 2. The remaining 2 case workers will start month 4.

**OTHER DIRECT COST (ODC):**

Non-labor expenses shall be invoiced as follows: 1) travel expenses including airfare and car rental shall be invoiced at cost, without mark-up and with approved documentation (bills/receipts are required); 2) lodging shall be invoiced up to the GSA per diem rate (receipts are required; must be itemized on a daily basis and broken down per person); 3) meals and incidentals shall be invoiced at the GSA per diem rate (receipts are not required); 4) mileage shall be invoiced at the federally published rate; 5) Field documents and other equipment/supplies shall be invoiced at cost, without markup and with approved documentation, and 6) other required non-labor expenses as may be applicable to the project and pre-approved by the County shall be invoiced at cost, without mark-up (receipts are required).

**INVOICE AND PAYMENT:**

Monthly Invoices -- Invoices are to be mailed to:

Richland County Finance Dept.  
P.O. Box 192  
Columbia, SC 29204

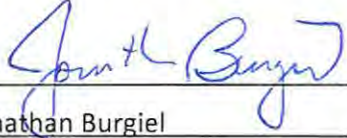
Payment terms are Net 30 days -- Payments are to be mailed to:


Tetra Tech, Inc.  
PO 911642  
Denver, CO 80291-1642

**APPROVED BY:**

Tetra Tech, Inc.

Richland County, South Carolina

Signature:   
Name: Jonathan Burgiel  
Title: Vice President/Ops Manager

Signature:   
Name: Warren Harley  
Title: Asst. County Admin.



## EXHIBIT A SCOPE OF SERVICES

### Background and Purpose

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The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in HUD CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County must develop and implement a plan to manage these funds meticulously and comply with all HUD regulations.

It is anticipated that the CDBG-DR funds will be expended over a period of up to 6 years with approximately 3 to 4 months for pre-implementation planning and 30 days of post-implementation closeout paperwork for a total project timeline (i.e., pre-planning, implementation and closeout) of up to 5.5 years however it is anticipated that the funds will be expended in a much shorter time period).

Tetra Tech, Inc. (Tetra Tech) has been requested by Richland County (the "County") to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing and infrastructure programs.

### Scope of Work

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The County has requested that the following technical positions be provided by Tetra Tech:

- Assistant CDBG-DR Program Manager
- Three (3) CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one with housing program management experience)

Project responsibilities to be performed by Tetra Tech along with the level of effort in hours during the 12 months of this task order are provided in **Exhibit B**.

### Project Timeline

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The scope of work is based on a 12 month timeframe beginning June 27, 2016 and extending out until June 26, 2017. The project work schedule will be reviewed during the last 90 days of this 12 month work schedule to determine if a work extension is required for one or more of the positions budgeted for in this task order.

### Assumptions

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This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.

- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Assistant CDBG-DR Program Manager will work on site for up to 6 months. It is assumed that after 6 months, the Assistant CDBG-DR Program Manager may work alternating weeks onsite and remotely.
- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.

**EXHIBIT B  
POSITION DESCRIPTION**

**Position: CDBG-DR Assistant Program Manager**

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This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts, rehabilitation and elevation, infrastructure and economic development programs.

**Description of role and responsibilities** – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control<sup>3</sup> to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the development of the Duplication of Benefits review.
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Assist with the coordination between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;

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<sup>3</sup> This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership and elected officials with the coordination and direction of the County's Community Director and/or the County Administrator;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Community Development Director full-time (minimum of 40 hours per week) for the first 120 days (6 months) of the implementation program for a total of 1,040 hours. After the first 120 days are complete, the County and Tetra Tech will mutually agree to the number of hours assigned to this position for the next 120 days. At a minimum, the position will report for a minimum of 30 hours per week for the next 120 days during the first year of the program's implementation, for a total of 1,820 hours.

**Assumption:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County

## Position: CDBG-DR Case Managers Outreach/Intake and Application Review Specialist

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These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will be an experienced CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

**Description of role and responsibilities** – More specifically, there will be one case manager position assigned to manage each of the following programs - Housing Program, Infrastructure Program and Economic Development Program. These three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. It is important to note that these three case managers may provide assistance to each other to process and manage projects under each of the programs. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;

- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;
- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week, for each position, beginning month 2 for the lead case worker and month 4 for the remaining 2 case workers. The total number of hours for the first year of the task order would be between 5,040 hours. After the first year, hours will be assigned at a mutually agreeable rate.

**Assumption:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

 6/27/16

Richland County, South Carolina  
CDBG-DR Planning and Implementation Services  
Proposal

June 27, 2016

## Background and Purpose

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The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in HUD CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County must develop and implement a plan to manage these funds meticulously and comply with all HUD regulations.

It is anticipated that the CDBG-DR funds will be expended over a period of up to 6 years with approximately 3 to 4 months for pre-implementation planning and 30 days of post-implementation closeout paperwork for a total project timeline (i.e., pre-planning, implementation and closeout) of up to 5.5 years however it is anticipated that the funds will be expended in a much shorter time period).

Tetra Tech, Inc. (Tetra Tech) has been requested by Richland County (the "County") to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing and infrastructure programs.

## Scope of Work

---

The County has requested that the following technical positions be provided by Tetra Tech:

- Assistant CDBG-DR Program Manager
- 3 CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one with housing program management experience)

Project responsibilities to be performed by Tetra Tech along with the level of effort in hours during the 12 months of this task order are provided in Attachment A.

## PROJECT SCHEDULE/TIMELINE

Tetra Tech will work with County to determine if the delivery schedule below is appropriate given County's priorities and operational considerations. The current scope of work is based on a 12 month timeframe beginning June 27, 2016 and extending out until June 26, 2017. The project work schedule will be reviewed during the last 90 days of this 12 month work schedule to determine if a work extension is required for one or more of the positions budgeted for in this task order.

## PROJECT COST PROPOSAL

The proposed estimated budget is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between Richland County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016 for Consulting and Representation Services - Disaster Recovery. Exhibit 1 shows the estimated cost breakdown by project tasks.

### Exhibit 1: Estimated Cost Breakdown by Staff Position

*(Includes labor, materials, and travel expenses)*

Position	# of Staff	Hours	Estimated Cost
Assistant CDBG-DR Program Manager <sup>1</sup>	1	1,820	\$318,500
CDBG-DR Case Workers Outreach/Intake and Application Review Specialists <sup>2</sup>	3	5,040	\$543,600
Project Related Expenses			\$134,743
<b>Estimated Total:</b>		<b>6,860</b>	<b>\$996,843</b>

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

## PROJECT ASSUMPTIONS AND CONSTRAINTS

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Assistant CDBG-DR Program Manager will work on site for up to 6 months. It is assumed that after 6 months, the Assistant CDBG-DR Program Manager may work alternating weeks onsite and remotely.

<sup>1</sup> Assumes 40hrs/week for 6 months on site followed by 30hrs/week during months 7-12. Work during months 7-12 may be performed onsite and remotely.

<sup>2</sup> Assumes 3 case workers (one lead serving as housing program manager and 2 subordinates) working 40hrs/wk. Lead will start month 2. The remaining 2 case workers will start month 4.



- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.

For questions concerning this proposal, please contact the representatives listed below.

Contractual representative:

**Ms. Betty Kamara**

(321) 441-8518 | (407) 803-2551

Technical representative:

**Mr. Jonathan Burgiel**

(407) 342-2282

## Attachment A

### Position: CDBG-DR Assistant Program Manager

#### Position Description

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This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts, rehabilitation and elevation, infrastructure and economic development programs.

Description of role and responsibilities – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control<sup>3</sup> to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;

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<sup>3</sup> This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Community Development Director full-time (minimum of 40 hours per week) for the first 120 days (6 months) of the implementation program for a total of 1,040 hours. After the first 120 days are complete, the County and Tetra Tech will mutually agree to the number of hours assigned to this position for the next 120 days. At a minimum, the position will report for a minimum of 30 hours per week for the next 120 days during the first year of the program's implementation, for a total of 1,820 hours.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

## **Position: CDBG-DR Case Managers Outreach/Intake and Application Review Specialist**

### **Position Description**

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These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will be an experienced CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

Description of role and responsibilities – More specifically, there will be one case manager position assigned to manage each of the following programs - Housing Program, Infrastructure Program and Economic Development Program. These three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. It is important to note that these three case managers may provide assistance to each other to process and manage projects under each of the programs. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;

- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;
- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week, for each position, beginning month 2 for the lead case worker and month 4 for the remaining 2 case workers. The total number of hours for the first year of the task order would be between 5,040 hours. After the first year, hours will be assigned at a mutually agreeable rate.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

MASTER SERVICES AGREEMENT  
DATED JANUARY 1, 2016  
BY AND BETWEEN  
RICHLAND COUNTY, SOUTH CAROLINA

TETRA TECH, INC.

This Amendment is made this 12<sup>th</sup> day of October, 2021 by and between Richland County, South Carolina (the "County") and Tetra Tech, Inc. (the Contractor).

WHEREAS the County and the Contractor entered into a Consulting and Representation Services- Disaster Recovery Agreement, dated January 1, 2016 and

WHEREAS, the County and Contractor now desire to amend the Contract in accordance with RC-651-P-2016 Section F. of the contract documents as described below

NOW, THEREFORE, in consideration of the mutual covenants, promises and undertakings contained in the Contract, Proposal, and this Amendment, the County and the Contractor agree to extend and amend the Contract as follows:

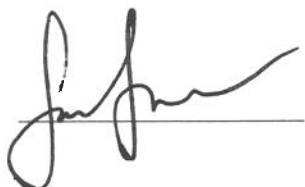
- 1. To extend the contract between the County and the Contractor for a renewal term of one (1) year.

Any additional cost shall be mutually agreed upon by the County and the Contractor and shall be outlined in a task order in accordance with the provisions of the contract.

Except as expressly amended by this document, the Contract remains in full force and effect and legally binding upon the County and the Contractor.


WITNESS:


RICHLAND COUNTY

  
County Administrator

WITNESS:

TETRA TECH, INC.

  
Betty Kamara  
Contracts Administrator  
Jonathon Burgiel  
Business Unit President

Richland County Attorney's Office  
  
Approved as to LEGAL form ONLY  
NO Opinion Rendered As To Content

**RICHLAND COUNTY, SOUTH CAROLINA  
TASK ORDER No. 7-2016-RichlandCo**

**CHANGE ORDER  
AUTHORIZATION No. 14  
Effective date: November 5, 2021**

In accordance with **TASK ORDER No. 7-2016-RichlandCo** dated June 27, 2016 between **Richland County, South Carolina** (County) and **Tetra Tech, Inc.** (Tetra Tech), County hereby authorizes the following **Scope of Services** to be performed for the **Period of Performance** and **Estimated Project Cost** as set forth herein:

**PROJECT:** Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services – October/2015 Severe Storm and Flooding

The Task Order is amended as follows:

**SCOPE OF SERVICES:**

**Delete:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A13**.

**Add:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A14**.

**PROJECT SCHEDULE/TIMELINE:**

The new Period of Performance will end on May 6, 2022. The project work schedule will be reviewed during the last 30 days of the Period of Performance to determine if a work extension is required for one or more of the positions budgeted for in this task order.

**ESTIMATED COST (not to exceed):**

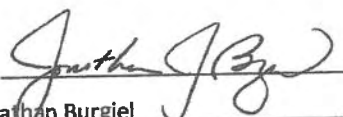
The increase to the budget for this change order is \$477,901.00 for the initial six-month period of this Change Order. The estimated cost to exceed may increase based on additional months requested after the initial six-month phase of this Change order at a cost not-to-exceed of \$79,650 per additional month. The project not-to-exceed amount for the period of November 5, 2021 – May 6, 2022 will increase from \$6,060,545 to \$ 6,538,446.00.

All other terms of **TASK ORDER No. 7-2016-RichlandCo** shall continue in full force and effect unless further amended by the Parties.


**APPROVED BY:**

**Tetra Tech, Inc.**

**Richland County, South Carolina**

Signature:   
Name: Jonathan Burgiel  
Title: Business Unit President  
Date: October 7, 2021

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Richland County Attorney's Office**  
Approved as to LEGAL form ONLY  
NO Opinion Rendered As To Content

**TASK ORDER No. 7-2016-RichlandCo  
Change Order No. 14  
Page 1 of 10**

## EXHIBIT A14

### Richland County, South Carolina CDBG-DR Planning and Implementation Services FOURTEENTH Change Order Request

November 5, 2021

#### BACKGROUND AND PURPOSE

The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County has developed and had HUD approve an Action Plan and must implement the plan to manage these funds meticulously and comply with all HUD regulations.

Richland County (the "County") approved **Task Order No. 7-2016-RichlandCo** for Tetra Tech, Inc. (Tetra Tech) to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing programs thru June 26, 2017. This Task Order No. 7 was subsequently modified without an increase in budget (**Task Order No. 7-2016-RichlandCo Change Order #1**) to include certain Tetra Tech staff to the task order to handle tasks associated with applicant intake, processing, funding approval, and field work management.

The County approved a second change order (**Task Order No. 7-2016-RichlandCo Change Order #2**) to authorize Tetra Tech to provide a full complement of staff to plan and implement the County's CDBG-DR program thru June 15, 2017 without changing the original task order budget (attached hereto as Attachment B).

The County subsequently approved a third change order to the scope and budget (**Task Order No. 7-2016-RichlandCo – Change Order #3**) to authorize Tetra Tech to provide CDBG-DR staffing thru February 28, 2019 during which time it was anticipated the majority of the CDBG-DR funds would have been expended. This third change order covered work beginning June 27, 2016 and continuing through February 28, 2019. The third change order increased the amount of the not to exceed cost for Tetra Tech's services from \$996,843 to \$2,968,564.

In February, 2017, Richland County formally sought additional CDBG-DR funding from HUD. As a result, HUD awarded Richland County an additional \$7.25 million in HUD CDBG-DR funds to further assist the County with unmet needs of its citizens from the storm. As a result of this additional funding, the County has requested Tetra Tech to submit a fourth change order to extend the period of performance through December 31, 2019 in order to administer the additional HUD funding. (**Task Order No. 7-2016-RichlandCo – Change Order #4**). This additional change order covers the increased project costs with repairing an increased number of single-family homes and/or replacing mobile home units from an originally estimated 178 units to up to 200 units. This fourth change order covers work beginning June 27, 2016 and continuing through December 31, 2019. It is anticipated that any remaining work beyond December 31, 2019 would be transitioned to County staff for project wrap-up and closeout. This fourth change order will also increase the amount of the not to exceed cost for Tetra Tech's services from \$2,968,564 to \$4,268,564.

On June 31, 2018, the task order that was paying for the Project Manager's travel expenses ends. Prior to June 13, 2018, the Project Manager's time was split amongst several other Richland County task orders. Starting July 1, 2018, the Project Manager will focus his time on **Task Order No. 7-2016-RichlandCo. Change Order #5** increased the amount of the not to exceed cost for Tetra Tech's services from \$4,268,564 to \$4,365,059 to cover the Project Manager's travel expenses under **Task Order No. 7-2016-RichlandCo**.

In March, 2019, Richland County made a decision to implement control and oversight changes to the CDBG-DR program. At the time, the cost to this change had not been determined. This change order reflects the cost of the changes found in **Change Order #6** and the increased period of performance in **Change Order #7**.

TASK ORDER No. 7-2016-RichlandCo  
Change Order No. 14  
Page 2 of 10



In March, 2020, Richland County as well as the entire country was impacted by COVID19. The impact to the project was primarily a delay in construction. Therefore, Richland County requests that Tetra Tech extend its project management services until October 2, 2020. This change order reflects the cost of the changes found in Change Order #7 and the increased period of performance in Change Order #8.

In September, 2020, the decreased activity as a result of COVID-19 resulted in significant project savings. Also, the County shifted an additional \$1,050,000 of funds into the SFHRP resulting in a need to extend Tetra Tech's period of performance until December 31, 2020. This no-cost change order reflects those changes.

In December, 2020, Richland County requested an extension of the period of performance to February 5, 2021 for Tetra Tech to manage the \$1,050,000 in additional funds into the SFHRP.

In January, 2021, Richland County requested an extension of the period of performance to March 12, 2021 for Tetra Tech to continue managing the \$1,050,000 in additional funds for the SFHRP.

In February, 2021, Richland County requested an extension of the period of performance to September 30, 2021 for Tetra Tech to finish managing the \$1,050,000 and close out the SFHRP program.

In June, 2021, Richland County received an 18 month Extension for its SFHRP Program from HUD to continue its activities and expend its monies on the SFHRP Program.

In August, 2021, Richland County completed its CDBG-DR Buy-Out Program, and identified approximately \$400,000.00 that it is requesting HUD to be redirected to the SFHRP program for additional Repairs and Rebuilds.

In September, 2021, Richland County is starting 5 additional SFHRP Repair projects, with several others to follow during the next quarter. There are currently 4 additional Rebuild projects funded ready to go to Construction. There are numerous additional Repair projects in the pipeline, and a number of unserved homeowners remaining on the books. The County Administrator executed a 5-week extension for continuation of services through November 5, 2021.

## SCOPE OF WORK

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The County has requested that the following technical staff/services be provided by Tetra Tech:

- 1 CDBG-DR Project Manager
- 1 Case Worker Outreach/Intake and Application Review Specialist
- Lead-Based Paint Inspectors
- 2 Inspector/Cost Estimators
- Additional support as required

The staff shown for the positions listed will be phased in when required by the project and phased out when no longer required. Project responsibilities for each position to be performed by Tetra Tech (Attachment A) along with the level of effort in hours during this task order are provided in the exhibits below.

## PROJECT SCHEDULE/TIMELINE

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Tetra Tech will work with the County to determine if the delivery schedule below is appropriate given the County's priorities and operational considerations. The Change Order #14 scope of work is based on a 79-month timeframe beginning and extending to May 6, 2022 (the "Period of Performance"), with the option for up to 6 additional months on a month-to-month basis at the same monthly rate at the County's request. The project work schedule will be reviewed during the last 30 days of the Period of Performance and each succeeding month to determine if further work extension is required for one or more of the positions budgeted for in this task order.

## PROJECT COST PROPOSAL

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The proposed Change Order #14 budget of \$477,901.00 is based on Tetra Tech's current understanding of the project requirements and best estimate of the level of effort required for each position to perform the basic services over the 79-month Period of Performance and may be subject to change upon mutual agreement between Richland County and Tetra Tech.

The fee for the services will be based on a combination of Tetra Tech staff time and materials. The time and materials costs will be charged based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016.

**Exhibit 1: Cost Breakdown by Staff Position  
For Period of Performance of  
November 5, 2021 through May 6, 2022  
(Includes labor, materials, and travel expenses)**

Position	Estimated # of Staff	Estimated Hours	Estimated Cost
<b>CDBG-DR Program Manager</b>	1	1044	\$140,940
<b>CDBG-DR Compliance Manager/ Case Workers Outreach/Intake</b>	1	1044	\$88,740
<b>Inspectors/Cost Estimators</b>	2	2088	\$240,120
<b>Principal in Charge</b>		0	\$0
<b>Electronic Records/IT Specialist</b>		0	\$0
<b>Other Support<sup>2</sup></b>		30	\$2,700
<b>Other Project Related Expenses Support<sup>3</sup></b>			\$5,401
<b>Estimated Total:</b>		4206	\$477,901

**PROJECT ASSUMPTIONS AND CONSTRAINTS**

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Budget and Staffing Level Assumptions.** The proposed staffing levels and hours for each position are based on our best estimates assuming a mix of programs utilizing the \$30.77 million in CDBG-DR monies allocated by HUD to Richland County. For the purposes of this scope and budget it is assumed that Tetra Tech will assist with the implementation of approximately \$18 million of housing rehabilitation projects. To the extent the mix of programs funded deviates from the estimates provided above, the anticipated level of effort outlined herein is subject to change.
- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **County Oversight:** Tetra Tech is not responsible for selecting the general contractors doing the MHU replacements, SFR repairs, or rebuilds and therefore, cannot be liable for the performance of these contractors selected by and reporting to the County. Furthermore, since prior to this change order, Tetra Tech was not responsible for implementing the SFHRP program except for the scope of work outlined in the Task Order #7 as modified by the previous five change orders, Tetra Tech shall not be held responsible for any issues the program or County has as a result of decisions or actions by the County or other general contractors employed by the County in overseeing and running the overall SFHRP. From the time this change order goes into effect, Tetra Tech will become the implementing contractor responsible for implementing County policies and procedures as included in the County's Action Plan and the County's SFHRP Guidebook. Tetra Tech will not be responsible for developing policies and procedures, nor held liable for the County's policies and procedures contained in the County's Action Plan or the SFHRP Guidebook. Tetra Tech will be responsible to take the County's policy, guidance and direction from the County's SFHRP Oversight Committee as articulated in the

<sup>2</sup> Includes lead inspectors, environmental reviews, lab work, tech support, back office support, and SMEs.

<sup>3</sup> Includes travel and other direct costs.

County's Action Plan and SFHRP Guidebook. Tetra Tech will advise the Oversight Committee as to changes in policies and procedures to be included or changed in the County's Action Plan and/or SFHRP Guidebook. Tetra Tech will keep the Oversight Committee informed of the performance of the program and any issues that may arise from the performance of the County's other contractors.

- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Payment for Incomplete Projects:** Tetra Tech will be compensated for work completed on a property even if the property owner decides to withdraw their application or the property is deemed ineligible to include, but not limited to, time spent on such properties for URA assistance, case management by Tetra Tech staff, inspections and cost estimation.
- **Lead-based Paint Clearance Tests:** Currently, the properties identified for repair have been tested for lead-based paint. Only twenty of these units tested positive for lead-based paint. This budget assumes that Tetra Tech will conduct ten clearance tests. Tetra Tech reserves the right to request an adjustment to the budget for costs associated with any additional lead-based paint tests or clearance tests or if the County's contractors fail to pass the clearance test.
- **Inspection Cost Estimate:** Currently, we are estimating 10 rehabs remaining to be completed in the period of performance. If additional properties above the 10 rehabs require repair cost estimates, Tetra Tech reserves the right to request an adjustment to the budget for costs associated with developing cost estimates for such additional properties. Tetra Tech will use Xactimate for developing estimate scopes of work and cost estimates.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff; cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Project Manager will work on site.
- **Period of Performance.** To the extent the Period of Performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred. Invoice payment terms are net 30 days.

**Attachment A**  
**Position: CDBG-DR Project Manager**  
**Position Description**

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This Tetra Tech position will report directly to the County's Oversight Committee or their designated representative and will manage the day to day activities and the staff of the County's CDBG-DR SFHRP Programs.

**Description of role and responsibilities** – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Oversight Committee for the development and implementation of the County's SFHRP by providing the following specific services in accordance with The County's Action Plan and SFHRP Guidebook:

- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the development of the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and audatory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Develop processes and implementation plans that meet HUD requirements for the Uniform Relocation Act requirements;
- Manage the development of the Duplication of Benefits review.
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Assist with the coordination between the County's Oversight Committee and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the County Oversight Committee, training of internal County staff on the implementation of the SFHRP.
- Develop and deliver training programs on the County's SFHRP for the construction contractors;
- Communication with senior leadership and elected officials with the coordination and direction of the County's Oversight Committee and/or the County Administrator;
- Attend client's internal staff meetings at the request of the Oversight Committee designee;
- Attend meetings and conference calls with US HUD with the Oversight Committee designee;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Oversight Committee and other representatives of the County;
- Attend the County's Blue-Ribbon Advisory Committee along with the Oversight Committee designee and representatives from the County;
- Attend the County's Work Group meetings along with the Oversight Committee designee and representatives from the County;
- Attend other meetings as assigned with the Oversight Committee and representatives from the County;
- Interface with County Departments along with the Oversight Committee or their designee;
- Work with the County staff and other Tetra Tech staff to identify opportunities to use and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;

- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- Coordinate with the internal SFHRP Inspectors/Cost Estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- Manage the interface with the selected contractor for the work to monitor the completion of the work in compliance with the County's policies and procedures contained in the SFHRP Guidebook;
- Review and provide recommendation for invoices submitted to the County;
- Attend meetings with the State of South Carolina along with the Oversight Committee and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Oversight Committee designee each week for the entire period of performance.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of County employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Inspector/Cost Estimator**  
**Position Description**

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This Tetra Tech position will report directly to the CDBG-DR Construction Manager and will assist the Construction Manager with management of the day to day construction management activities of the County's CDBG-DR SFHRP Programs.

**Description of role and responsibilities** – More specifically, the position will provide construction management, technical guidance, and management assistance to the CDBG-DR Construction Manager for the development and implementation of the County's SFHRP by providing the following specific services in accordance with The County's Action Plan and SFHRP Guidebook:

- Ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the SFHRP programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the SFHRP Project Manager and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the SFHRP Project Manager training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Interface with County Departments along with the SFHRP Project Manager;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Case Manager**  
**Position Description**

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These Tetra Tech management positions will report directly to Tetra Tech's SFHRP Project Manager. This position will provide case management services related to the County's SFHRP programs.

**Description of role and responsibilities** – More specifically, this position will provide technical guidance, strategic direction and management services during the implementation of the County's SFHRP. The roles and responsibilities are as follows:

- Manage the implementation of the SFHRP developed in the Action Plan and in accordance with the SFHRP Guidebook;
- Provide expert technical assistance to the County and the applicants on SFHRP applicant requirements and regulations;
- Meet with the residents, citizens and property owners interested in SFHRP assistance;
- Meet with prospective applicants to describe the SFHRP, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all the County's SFHRP policies, procedures and guidelines in accordance with the County's Action Plan and SFHRP Guidebook and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Conduct eligibility calculations;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with SFHRP program requirements in accordance with the County's Action Plan and SFHRP Guidebook;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Prepare documents for the Pre-Construction and Closing meetings;
- Coordinate and schedule Pre-Construction and Closing Meetings as required;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Evaluate issues and work with the Assistant SFHRP Project Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's SFHRP program offered by the County;
- Communication with senior leadership staff from clients;
- Attend client's internal staff meetings at the request of Tetra Tech's SFHRP Project Manager;
- Travel throughout the County and visit sites of proposed projects;

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- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned;
- Interface with County Departments;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Oversight Committee approval and signature.

This position will report to the County Administrative Building daily. They will be managed by the Tetra Tech's SFHRP Project Manager an average of 40 hours per week.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.



The vote in favor was unanimous.

- b. CDBG-DR Planning and Implementation Services Task Order #7 Change Order #12 – Mr. Voignier noted last year Council approved the reallocation of \$1,050,000 from the Business Assistance Program to the Single Family Homeowner Repair Program under the County’s Community Development Block Grant-Disaster Recovery (CDBG-DR) grant. These funds would enable the repair program to serve additional homeowners who experienced storm-related damage to their homes from the 2015 flood, and who are on the program’s waiting list. At that time, staff identified that a change order for planning and implementation services would be necessary to facilitate the completion of the additional homes. Staff is now recommending approval of this change order to extend the period of performance for Tetra Tech from March 16, 2021 to September 30, 2021, at an additional not to exceed amount of \$945,621, to facilitate the completion of between 7-18 homes and finish out the repair program under the Disaster Recovery Plan.

Ms. Newton moved, seconded by Mr. O. Walker, to approve this item.

Ms. Terracio inquired why the number of additional homes is 7-18. It also seems to be quite a large amount to only pay the consultants.

Mr. Voignier responded the reason for the range in the number of homes is because they anticipate additional potential weather conditions over the next 6-months, as well as some impacts from COVID-19, which we continue to experience. They are committed to completing at least 7 homes. The reason for the extent of the change order is because Tetra Tech staff will be doubling their efforts to get as many homes done as possible. We believe we can complete up to 18 homes in 6 months. The other reason for the discrepancy, in the range of homes, is that we are still evaluating some of the homeowners on the waiting list, so we do not know if some of those homes will be rehabilitations or rebuilds. Rebuilding a home takes considerably more time and resources, as compared to rehabs. The change order is covering what they believe is the maximum amount, but he does not anticipate they will spend all of the funds because Tetra Tech has rolled savings in the past. The change order will also include HUD monitoring preparation.

Ms. Terracio inquired, if they do the 18 homes, it would cost approximately \$52,500 per home, which does not include the cost of the homes, but simply paying Tetra Tech.

Mr. Voignier responded in the affirmative. This is simply project delivery costs.

Ms. Terracio inquired if County staff will be working on this, but solely Tetra Tech work.

Mr. Voignier responded it is solely Tetra Tech.

Ms. Terracio noted her reservations and moved to defer this item. Mr. Malinowski seconded the motion.

Ms. Terracio inquired if anyone was going to lose their home if Council does not vote on this item.

Mr. Voignier responded, currently they have three homes they have opened, which no work is being conducted. Those individuals are in temporary relocation status, and the County is paying for their housing and/or storage.

Ms. Terracio inquired if Council votes on this change order tonight could these families be in their

rehabilitated homes before April 6<sup>th</sup>, when Council meets again.

Mr. Voignier responded it is possible. It will depend on how quickly the work can occur.

Ms. Terracio inquired how long work has been stopped.

Mr. Voignier responded the current change order expired March 12, 2021.

Ms. Terracio withdrew her motion for deferral.

Ms. Newton stated, for clarification, the change order is more or less equivalent t of a “not to exceed”. It is not saying we are going to spend this amount, but setting a threshold.

Mr. Voignier responded in the affirmative.

Ms. Newton inquired if it was correct to assume, historically, Tetra Tech has also “rolled over” savings, so the amount billed to the County was less than what we anticipated.

Mr. Voignier responded it would have been had they discontinued the program. They continued the program, so there were several months they were able to realize savings by carrying over funds from a previous change order. He noted they have received their CDBG mitigation funding, which has projects in it to address home repairs and rebuilds, as well. They are anticipating submitting RFPs over the next 30-45 days to bring in contractors for that work. If they were able to get the RFPs and people in place, they could potentially cancel the change order by July.

Ms. Newton stated, for clarification, pending additional funding, we would not hit the maximum threshold because we would redo a change order to incorporate a different program.

Ms. Voignier responded it would not be a change order, but a new contract.

Ms. Newton inquired if there would also be assistance for the County with the HUD reviews.

Mr. Voignier responded in the affirmative. Tetra Tech would be providing services for the HUD monitoring.

Ms. Terracio moved, seconded by Mr. Malinowski, to defer this item.

In Favor: Malinowski, Pugh, McBride, and Terracio

Opposed: Livingston, J. Walker, Barron, Mackey, English, and ,Newton

Present but Not Voting: O. Walker

The motion for deferral failed.

Ms. Newton moved, seconded by Ms. Barron, to approve this item.

Ms. McBride requested clarification on what service delivery means.

Mr. Voignier responded all the project delivery activities are include on pp. 157 – 158 of the agenda.

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Ms. McBride inquired as to why we are giving Tetra Tech the funds.

Mr. Voignier responded Tetra Tech conducts Tier I and II environmental reviews, lead-based paint testing, clearance tests, case management services, determine eligibility for relocation assistance, and inspect the performance of the contractors.

Ms. McBride stated, for clarification, Tetra Tech conducts technical assistance, and not any of the actual building.

Mr. Viognier responded they pay other contractors to do the construction on the homes.

Ms. McBride noted she wanted to clarify this money is not for actual construction. She assumes Tetra Tech has staff working on different projects for the County.

Mr. Voignier responded HUD considers this work to be project delivery work because these services can be billed to a property. They are not considered administrative or planning-related funds.

Mr. Malinowski inquired what QA and QC meant.

Mr. Voignier responded it stands for Quality Assurance and Quality Control.

Ms. Terracio inquire if anyone on staff has ever provided these kind of services, or does the County have the ability to do this themselves.

Mr. Voignier responded the County does not have the expertise to do this type of work. We have inspectors that inspect code, but they are not doing construction inspection. Tetra Tech's inspectors are going to make sure they have performed these duties in accordance to the scope of work. The County's inspectors do not cover that type of activity.

Ms. Terracio stated we are essentially paying up to \$50,000 per house for construction and inspection.

Mr. Voignier responded that is one of the services, but there are several more listed in the agenda.

Mr. Newton stated, for clarification, when Richland County was trying to manage the program exclusively, it resulted in us having to put the program on hold, and put the funding at risk, in terms of our ability to deliver homes.

Mr. Voignier responded in the affirmative. There were several issues that occurred because the County was trying to administer the program directly.

In Favor: Malinowski, McBride, Livingston, J. Walker, Barron, O. Walker, Mackey, and Newton.

Opposed: Pugh, Terracio

Present but Not Voting: English

The vote was in favor.

Ms. Newton moved, seconded by Ms. Barron, to reconsider this item.

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In Favor: Pugh, McBride, Terracio, and Barron

Opposed: Malinowski, Livingston, J. Walker, O. Walker, Mackey, English, and Newton.

The motion for reconsideration failed.

- c. 911 Call Center Proposal – This item was taken up in Executive Session.
- d. Emergency Rental Assistance Program – Mr. Brown noted in the packet is the culmination of items related to the Emergency Rental Assistance Program. Staff is asking for three things: (1) Approve the policy and procedures associated with the program; (2) Approve the use of the Contractor associated with this program; and (3) Move forward with this program in the beginning in April. Staff is requesting Council to approve this program with the changes addressed by Council members (i.e. publicizing the program on more than a digital platform; and to provide face-to-face assistance for individuals to sign-up).

Ms. McBride moved, seconded by Ms. Barron, to approve this item.

Ms. McBride inquired about the checks and balances for the appeals process.

Mr. Brown responded they can work on having different people involved in the appeals process and the submission process.

Ms. Barron inquired about the publicity and media plan, and how the information will be disseminated.

Ms. Harris noted they are looking at a multi-prong approach. We know we cannot rely on posting information on social media platforms and the website. One of the key components of getting information out is community partnerships by working with organizations that deal directly with renters in the community. We have already heard from some of these organizations. They are waiting for the information to go out so they can start working with the people they assist on a daily basis.

Ms. Barron stated we have to do our due diligence to ensure that everyone is included and no one is excluded for something as sensitive as this, and noting that people's housing is in the balance if we do not do our part. She inquired if we are on point with the target date and what does implementation look like.

Mr. King responded the target date is April 5<sup>th</sup> and are on target. If they are approved to move forward with this program, there are several steps that will take place, including putting together a final work plan. The plan has to be flexible. Today, they received additional guidance from the US Treasury Department, who is facilitating the program. They want to make sure they are in compliance with all the Treasury requirements and directions as they come out. There is a lot of time pressure on this program. If they get 65% of these funds expended by September 30<sup>th</sup> they have an opportunity to get additional funds. Also, looking forward to the American Rescue Plan, there is an opportunity for additional funds for Emergency Rental Assistance. They are going to finalize the work plan, assess the current needs, ensure the standard operating procedures are in place, and utilize the application tools. They want to ensure they track applicants, so no one gets lost or falls through the cracks. They will be getting the call center up and running, with phone lines and internet links, so we are ready to go live on April 5<sup>th</sup>.



**Agenda Briefing**

<b>Prepared by:</b>	Christine A Keefer		<b>Title:</b>	Director
<b>Department:</b>	Government & Community Services	<b>Division:</b>	Office of Small Business Opportunity	
<b>Date Prepared:</b>	October 12, 2021	<b>Meeting Date:</b>	October 26, 2021	
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b>	October 13, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b>	October 13, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	October 13, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	Aric A Jensen, AICP		
<b>Committee</b>	Administration & Finance			
<b>Subject:</b>	"Seeds to Engage" Small Business Grant Program			

**STAFF'S RECOMMENDED ACTION:**

Staff recommends approval of the proposed grant program.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The "Seeds to Engage" Small Business Grants will be funded from FY21 CDBG funds; the budget GI/JL items for these grants will be established once Community Development receives the grant agreements from HUD.

The Community Development Block Grant (CDBG) program, administered by the U.S. Department of Housing and Urban Development (HUD), is an annual grant program provided on a formula basis to Richland County and other state, county, and local governments to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

*Program Overview & Purpose*

The Office of Small Business Opportunity (OSBO) is requesting approval of the "Seeds to Engage" Small Business Grant to sustain Richland County businesses owned by or employing members of low-to-moderate income (LMI) households in Richland County. This grant would be sourced with an allocation of \$250,000 in CDBG funds dedicated for economic development purposes to provide one-time working capital grants of \$10,000 and technical assistance to assist small businesses with operating expenses and job retention/creation.

The attached "Seeds to Engage" Small Business Grant Summary sheet provides basic details about this grant program. OSBO and Community Development are finalizing the full program guidelines in preparation for program rollout.

Because this program is funded by CDBG funds, Community Development will serve as the fiscal agent for these programs. OSBO will serve as the program administrator due to its connection with the small business community.

Community Development requested OSBO’s assistance in designing and administering this grant program to help direct CDBG funds to LMI persons in Richland County in compliance with HUD guidelines and deadlines. Both Community Development and OSBO are excited to offer a grant program that will help our small business community create and/or preserve employment opportunities. Through this proposed grant program, Richland County will be investing a total of \$250,000 in CDBG funds to help sustain 25 small businesses in Richland County over the next year.

*Program Development & Deliverables*

Since August, OSBO and Community Development have collaborated on designing the grant program, ensuring funding is available, preparing the online application platform, promoting the program to the small business community, and identifying staff and County Council members to serve on the grant review committee. OSBO has also scheduled workshops in October to help small business owners prepare to apply to grant opportunities like this, and OSBO will be working closely with the seed grant recipients to provide technical assistance and ensure they comply with the grant requirements.

*County Ordinance Compliance*

The proposed grant program will help Community Development fulfill its mission of “administering grants from the U.S. Department of Housing and Urban Development to improve low-income neighborhoods” (RCC Article V, Division 2, Section 2-130 a). This grant program will help OSBO fulfill its mission of “providing additional avenues for the development of new capacity and new sources of

competition for county contracts from the growing pool of small and locally based businesses” (RCC Article X, Division 7, Sec. 2-639).

This request does not require an ordinance amendment.

#### *Benefits to Residents & County Services*

The proposed program will permit OSBO to extend its reach into the local business community and deliver technical assistance and working capital to small businesses—two things they tell us they really need right now. This grant program also demonstrates that when two different divisions within two different departments collaborate with a shared purpose to support economic and community development with County Council support, that effort can yield mutually beneficial results for Richland County and its constituents.

#### *Alternatives & Risks*

We considered three alternatives:

- Option 1 (recommended) – Approve the proposed grant program as presented. This option would allow the County to provide working capital and technical assistance to 25 small businesses that employ members of LMI households and provide the County an opportunity to expend CDBG funds for economic development according to HUD requirements.
- Option 2 – Approve the proposed grant program, but fund it through a different source. This could delay the rollout of the grant program as no alternate funding source have yet been identified.
- Option 3 – Do not approve the proposed grant program. This option would require Community Development to find other ways to spend the CDBG economic development funds and to revise its 2021 Annual Action Plan for HOME/CDBG Funds.

Denial of this request would also potentially leave 25 small businesses to continue searching for alternate sources of working capital to create/retain employment opportunities for LMI employees.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

#### **ATTACHMENTS:**

1. "Seeds to Engage" Small Business Grant Summary

**“Seeds to Engage” Small Business Grant Summary**

*Offered by OSBO (program coordinator) and Community Development (fiscal agent).*

Overview	One-time working capital grants of \$10,000 to assist with job retention/creation and/or operating expenses
Purpose	Help grow or sustain low-to-moderate income (LMI) businesses and employment.
Target audience	Richland County for-profit enterprises with 10 or fewer employees at time of application
Type of funding	Economic assistance grant (competitive)
Funding Source	CDBG
Total Funding Available	\$250,000
Number of Awards Available	25 maximum; each grant is a fixed amount of \$10K
Eligible Expenses	Fixed operational expenses of the business (payroll, rent/mortgage payments, utilities, inventory, etc.), thus enabling the enterprise to create/sustain LMI employment opportunities
Basic Eligibility	<ul style="list-style-type: none"> <li>• Must complete &amp; submit the application and all required supporting documents</li> <li>• Active Richland County business license for at least six months</li> <li>• Ten or fewer full-time employees, including owner</li> <li>• Has or will obtain a DUNS number, if grant is awarded</li> <li>• Must disclose any other economic assistance applied for (sources and amounts) and how those funds were used</li> <li>• Must meet HUD’s CDBG eligibility requirements</li> <li>• Must demonstrate the ability to create LMI jobs</li> </ul>
Application	Online (Neighborly); will set an application deadline.
Evaluation	Committee will review applications for eligibility requirements, notify applicants of their eligibility determination, review & score applications, and make funding recommendations. OSBO will notify eligible applicants of funding recommendation and begin post-award process.
Exclusions/Ineligibility (includes but not limited to)	<ul style="list-style-type: none"> <li>• Franchises</li> <li>• Hotels/motels</li> <li>• National/regional chains</li> <li>• Financial/lending institutions</li> <li>• Private membership businesses</li> <li>• Businesses with 51% or more of revenues from alcohol sales</li> <li>• Adult-oriented businesses</li> <li>• Businesses owned in part or fully by County staff, administration, or leadership</li> </ul>
Compliance	OSBO will be actively engaged in post-award contact with applicants to ensure compliance with program requirements, including SBA technical assistance training and job creation/retention of at least one FTE living in an LMI household in Richland County.
Prior Council Consideration	None; funding is being proposed as part of Community Development’s 2021 Annual Action Plan for CDBG/HOME funds (see pages 34-35 of that plan).



Public Engagement & Participation	Grant application workshops (OSBO) Public info & outreach (OSBO, GCS, PIO)
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**Agenda Briefing**

<b>Prepared by:</b>	John Ansell	<b>Title:</b>	Manager
<b>Department:</b>	Public Works	<b>Division:</b>	Solid Waste
<b>Contributor:</b>	Jennifer Wladischkin	<b>Title:</b>	Manager
<b>Department:</b>	Finance	<b>Division:</b>	Procurement
<b>Date Prepared:</b>	October 07, 2021	<b>Meeting Date:</b>	October 26, 2021
<b>Legal Review</b>	Elizabeth McLean via email		<b>Date:</b> October 12, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b> October 18, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b> October 19, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Residential Curbside Collection Services, Area 1 – Contract Award recommendation		

**STAFF’S RECOMMENDED ACTION:**

The staff of the Department of Public Works recommends the award of a contract for residential curbside solid waste collection services in Area 1 (Northwest Richland County – north of Interstate 20 and west of the Broad River including the Ballantine and Irmo areas) to Coastal Waste & Recycling.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Revenue to cover the Residential Curbside Collection Program is generated by a fee paid annually by residential (and some small business) customers throughout unincorporated Richland County. This standard, countywide fee is based on the total program cost in all eight service areas. Funds for this program are contained in the 2101365006-527200 account of the Solid Waste & Recycling Division budget. An annual curbside collection program fee increase is not anticipated based on the results of rate negotiations with Coastal Waste & Recycling (however, to-be-determined Consumer Price Index (CPI) adjustments in the other collection areas could affect this fee in FY-23).

Additionally, an increase in collection complaints has placed a strain on the Solid Waste & Recycling Division staff, requiring the employment of temporary employees and use of overtime.

The Office of Budget and Grants Management has expressed concern regarding the Solid Waste budget expenditures remaining in line with its revenues.

With Coastal Waste & Recycling in Area 1, the fee will lower from \$5,254,363 down to \$4,732,961 with the new contract. This is \$521,402 less than our current pricing for Area 1. Further, based on the current CPI of 5.3%, this could end up being \$802,884 less than the existing contract fee at startup.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

Curbside collection services are consistent with the South Carolina Solid Waste Policy and Management Act.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin; however, various staff recommendations regarding solid waste collection services were presented to County Council during a work session and subsequent meetings in June and July 2021. County Council approved these recommendations and to issue RFPs during their regular meeting of July 20, 2021.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

Contracts for residential curbside solid waste collection services in Areas 1, 3, and 6 expire in early 2022. Additionally, we have experienced a significant increase in customer service complaints in many of our collection service areas. In response, the staff of the Solid Waste & Recycling Division, working with the County Procurement staff, issued a Request for Proposal (RFP) for residential curbside solid waste collection services in Area 1. These collection services cover the following:

- Municipal Solid Waste (Household Garbage)      Weekly
- Yardwaste      Weekly
- Recycling      Biweekly
- Bulk Items / White Goods      By appointment

The goal of this procurement is to continue to provide, on behalf of residential and small business customers in unincorporated Richland County, dependable solid waste collection services at a reasonable price.

- The proposal review committee evaluated four criteria:
  - Background and Experience
  - Approach to services to be provided
  - Performance history
  - Proposed equipment lists

This committee consisted of four independent evaluator staff members who are all familiar with the collections process.

Unit price consideration was applied by Procurement staff following review and ranking by the review committee.

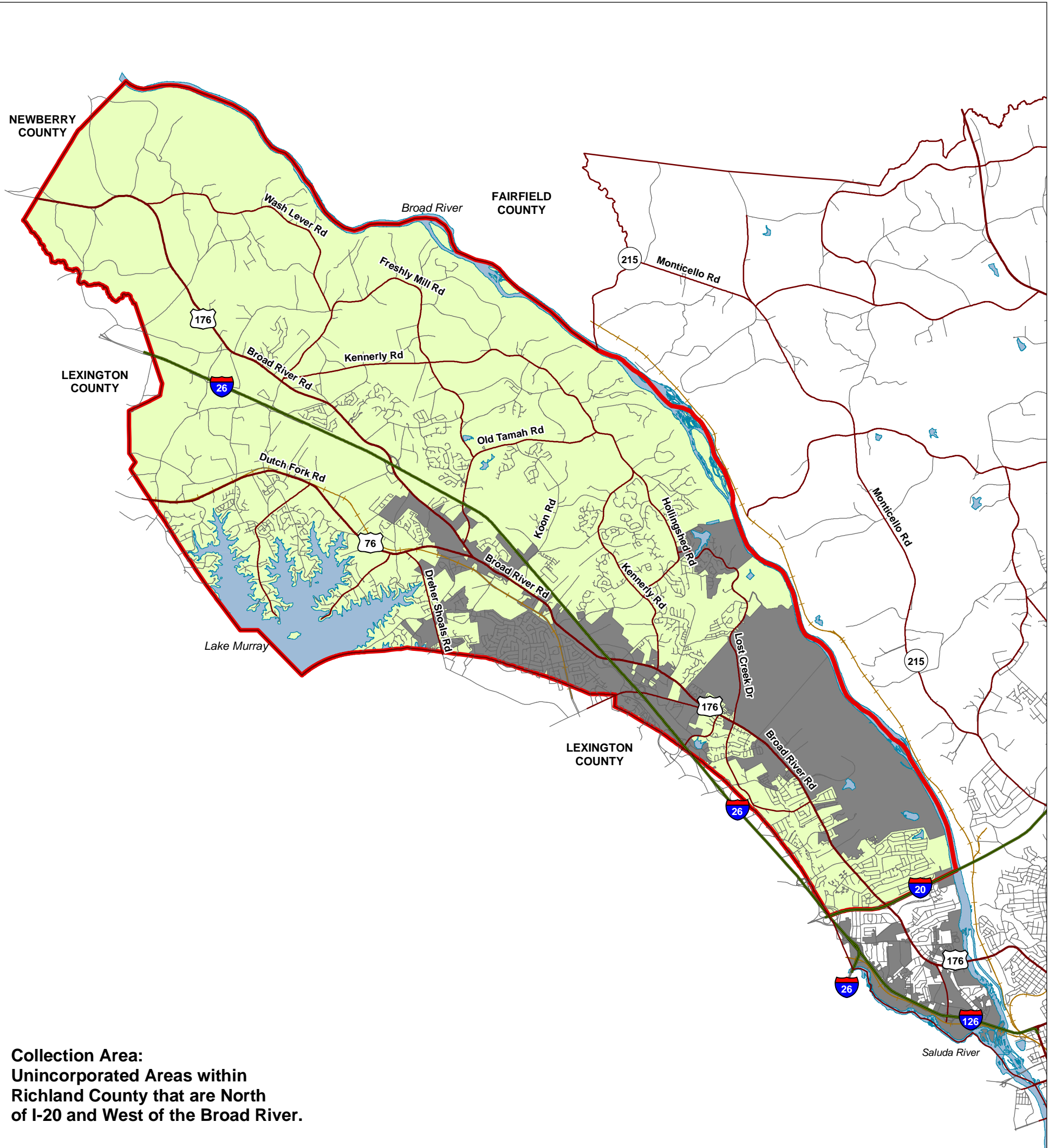
**ADDITIONAL COMMENTS FOR CONSIDERATION:**

The Proposal Review Committee staff members evaluated proposals from four firms that responded to the RFP. Coastal Waste & Recycling scored the highest of these firms, while addressing all of the required information and services in the RFP. Richland County engaged in negotiations with Coastal Waste & Recycling in order to secure the most economical unit cost.


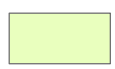

**ATTACHMENTS:**

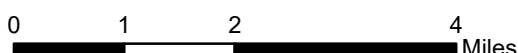
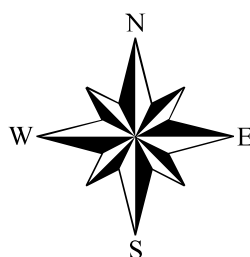
1. Collection Area 1 Map

# Richland County Department of Public Works Solid Waste & Recycling Division Residential / Small Business Curbside Collection Program Collection Area 1



## Legend

-  Collection Area Boundary
-  Collection Area
-  No Collection - Municipality or Federal Land



# PUBLIC WORKS

SEPTEMBER 2021



**Agenda Briefing**

<b>Prepared by:</b>	John Ansell	<b>Title:</b>	Manager
<b>Department:</b>	Public Works	<b>Division:</b>	Solid Waste
<b>Contributor:</b>	Jennifer Wladischkin	<b>Title:</b>	Manager
<b>Department:</b>	Finance	<b>Division:</b>	Procurement
<b>Date Prepared:</b>	October 07, 2021	<b>Meeting Date:</b>	October 26, 2021
<b>Legal Review</b>	Elizbaeth McLean via email		<b>Date:</b> October 12, 2021
<b>Budget Review</b>	James Hayes via email		<b>Date:</b> October 18, 2021
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b> October 12, 2021
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Residential Curbside Collection Services, Area 3 – Contract Award recommendation		

**STAFF’S RECOMMENDED ACTION:**

The staff of the Department of Public Works recommends the award of a contract for residential curbside solid waste collection services in Area 3 (Northeastern Richland County – bound to the north by the Fairfield County line, to the west by Farrow Road and Interstate – 77, to the south by West Beltline Blvd and to the east by Two Notch Road, Hardscrabble Road, and the Kershaw County line) to Coastal Waste & Recycling.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Revenue to cover the Residential Curbside Collection Program is generated by a fee paid annually by residential (and some small business) customers throughout unincorporated Richland County. This standard, countywide fee is based on the total program cost in all eight service areas. Funds for this program are contained in the 2101365006-527200 account of the Solid Waste & Recycling Division budget. An annual curbside collection program fee increase is not anticipated based on the results of rate negotiations with Coastal Waste & Recycling (however, to-be-determined Consumer Price Index (CPI) adjustments in the other collection areas could affect this fee in FY-23).

Additionally, an increase in collection complaints has placed a strain on the Solid Waste & Recycling Division staff, requiring the employment of temporary employees and use of overtime.

The Office of Budget and Grants Management has expressed concern regarding the Solid Waste budget expenditures remaining in line with its revenues. The fee for Area 3 will rise from \$4,164,398 to \$4,306,210 with the new contract. This is \$142,812 more than our current pricing for Area 3. However, based on the current CPI of 5.3%, this could end up being \$77,901 less than the existing contract fee at startup.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

Curbside collection services are consistent with the South Carolina Solid Waste Policy and Management Act.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin; however, various staff recommendations regarding solid waste collection services were presented to County Council during a work session and subsequent meetings in June and July 2021. County Council approved these recommendations and to issue RFPs during their regular meeting of July 20, 2021.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

Contracts for residential curbside solid waste collection services in Areas 1, 3, and 6 expire in early 2022. Additionally, we have experienced a significant increase in customer service complaints in many of our collection service areas. In response, the staff of the Solid Waste & Recycling Division, working with the County Procurement staff, issued a Request for Proposal (RFP) for residential curbside solid waste collection services in Area 3. These collection services cover the following:

- Municipal Solid Waste (Household Garbage)      Weekly
- Yardwaste      Weekly
- Recycling      Biweekly
- Bulk Items / White Goods      By appointment

The goal of this procurement is to continue to provide, on behalf of residential and small business customers in unincorporated Richland County, dependable solid waste collection services at a reasonable price.

The proposal review committee evaluated four criteria:

- Background and Experience
- Approach to services to be provided
- Performance history
- Proposed equipment lists

This committee consisted of four independent evaluator staff members who are all familiar with the collections process.

Unit price consideration was applied by Procurement staff following review and ranking by the review committee.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

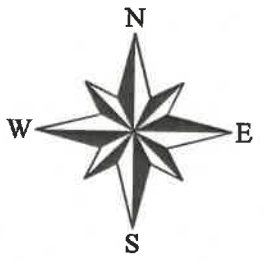
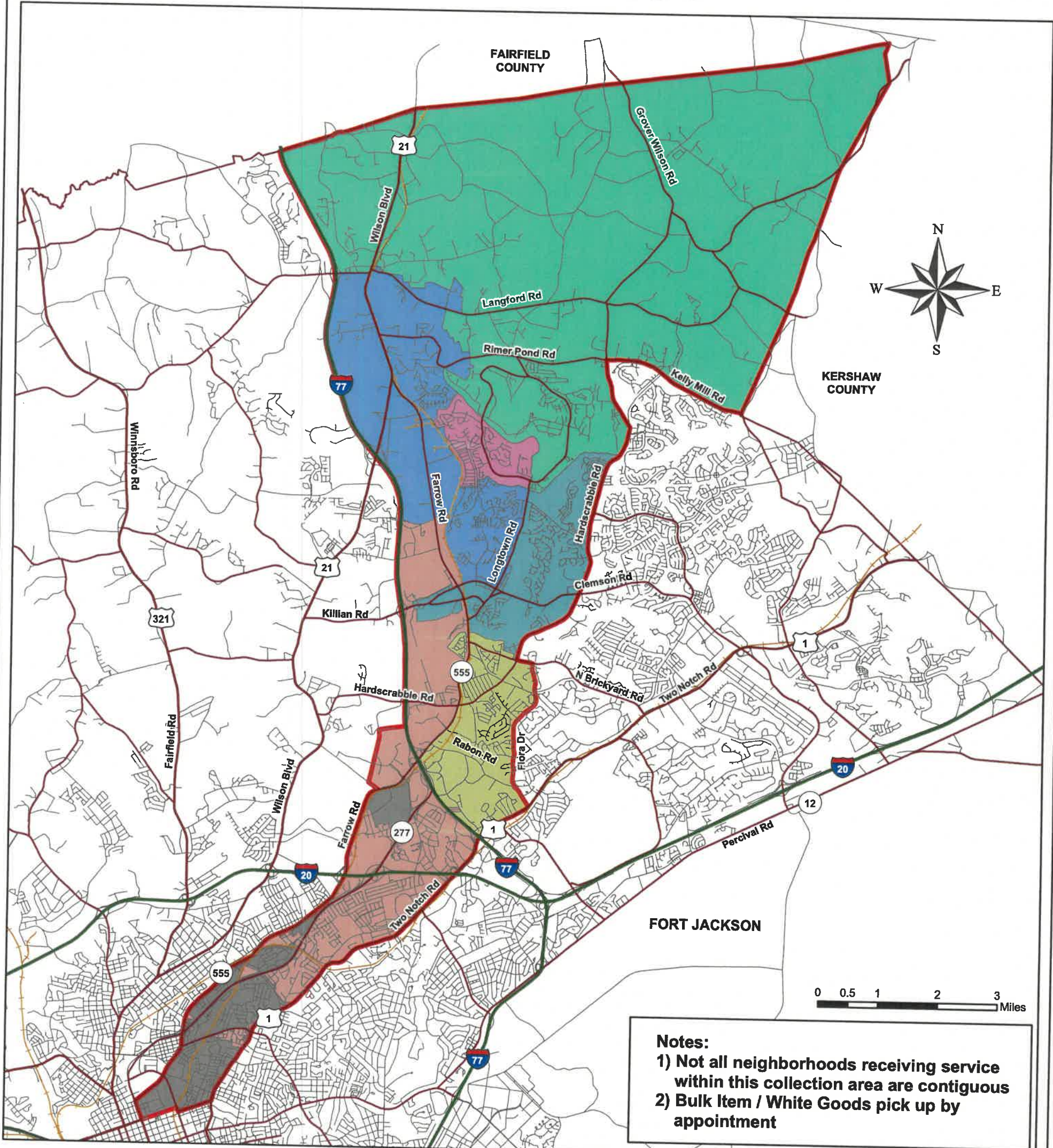
The Proposal Review Committee staff members evaluated proposals from three firms that responded to the RFP. Coastal Waste & Recycling scored the highest of these firms, while addressing all of the required information and services in the RFP. Richland County engaged in negotiations with Coastal Waste & Recycling in order to secure the most economical unit cost.

**ATTACHMENTS:**

1. Collection Area 3 map



# Richland County Department of Public Works Solid Waste & Recycling Division Residential / Small Business Curbside Collection Program Collection Area 3



**Notes:**  
 1) Not all neighborhoods receiving service within this collection area are contiguous  
 2) Bulk Item / White Goods pick up by appointment

<b>Legend</b>		<b>Collection Days*</b>	
Collection Area Boundary	Monday / Monday B	Thursday / Friday A	
No Collection - Municipality or Federal Land	Tuesday / Tuesday B	Friday / Friday B	
	Wednesday / Wednesday B		
	Thursday / Thursday B		



**PUBLIC WORKS**

\* Yard Waste is Same Day as Garbage  
 Recycling is Every Other Week A or B

JULY 2021



**Agenda Briefing**

<b>Prepared by:</b>	John Ansell	<b>Title:</b>	Manager
<b>Department:</b>	Public Works	<b>Division:</b>	Solid Waste
<b>Contributor:</b>	Jennifer Wladischkin	<b>Title:</b>	Manager
<b>Department:</b>	Finance	<b>Division:</b>	Procurement
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<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Residential Curbside Collection Services, Area 6 – Contract Award recommendation		

**STAFF’S RECOMMENDED ACTION:**

Staff recommends the award of a contract for residential curbside solid waste collection services in Area 6 to Waste Management, Incorporated. The Area 6 is Lower Richland County – bound to the west by Interstate 77, to the north by Leesburg Road, to the south by Garners Ferry Road, and east by the Wateree River.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Revenue to cover the Residential Curbside Collection Program is generated by a fee paid annually by residential (and some small business) customers throughout unincorporated Richland County. This standard, countywide fee is based on the total program cost in all eight service areas. Funds for this program are contained in the 2101365006-527200 account of the Solid Waste & Recycling Division budget. An annual curbside collection program fee increase is not anticipated based on the results of rate negotiations with Waste Management (however, to-be-determined Consumer Price Index (CPI) adjustments in the other collection areas could affect this fee in FY-23).

Additionally, an increase in collection complaints has placed a strain on the Solid Waste & Recycling Division staff, requiring the employment of temporary employees and use of overtime.

The Office of Budget and Grants Management has expressed concern regarding the Solid Waste budget expenditures remaining in line with its revenues. However, the Waste Management fee for Area 6 will lower from \$2,203,237.80 down to \$2,018,853.36 with the new contract. This is \$184,384 less than our current pricing for Area 6. Further, based on the current CPI of 5.3%, this could end up being \$301,156 less than the existing contract fee at startup.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

Curbside collection services are consistent with the South Carolina Solid Waste Policy and Management Act.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin; however, various staff recommendations regarding solid waste collection services were presented to County Council during a work session and subsequent meetings in June and July 2021. County Council approved these recommendations and to issue RFPs during their regular meeting of July 20, 2021.

Council Member	
Meeting	
Date	

**STRATEGIC & GENERATIVE DISCUSSION:**

Contracts for residential curbside solid waste collection services in Areas 1, 3, and 6 expire in early 2022. Additionally, we have experienced a significant increase in customer service complaints in many of our collection service areas. In response, the staff of the Solid Waste & Recycling Division, working with the County Procurement staff, issued a Request for Proposal (RFP) for residential curbside solid waste collection services in Area 6. These collection services cover the following:

- Municipal Solid Waste (Household Garbage) Weekly
- Yardwaste Weekly
- Recycling Biweekly
- Bulk Items / White Goods By appointment

The goal of this procurement is to continue to provide, on behalf of residential and small business customers in unincorporated Richland County, dependable solid waste collection services at a reasonable price.

The proposal review committee evaluated four criteria:

- Background and Experience
- Approach to services to be provided
- Performance history
- Proposed equipment lists

This committee consisted of four independent evaluator staff members who are all familiar with the collections process.

Unit price consideration was applied by Procurement staff following review and ranking by the review committee.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

The Proposal Review Committee staff members evaluated proposals from four firms that responded to the RFP. Waste Management, Incorporated scored the highest of these firms, while addressing all of the required information and services in the RFP. Richland County engaged in negotiations with Waste Management, Incorporated in order to secure the most economical unit cost.




Though Waste Management, Incorporated has experienced customer service problems in the wake of the Pandemic, their recent performance has demonstrated improvement. A copy of their Service Improvement Plan for this service area is attached to this agenda briefing.

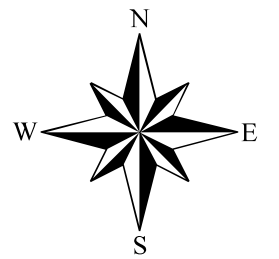
**ATTACHMENTS:**

1. Collection Area 6 map
2. Service Improvement Plan

**Richland County Department of Public Works  
Solid Waste & Recycling Division  
Residential / Small Business Curbside Collection Program**

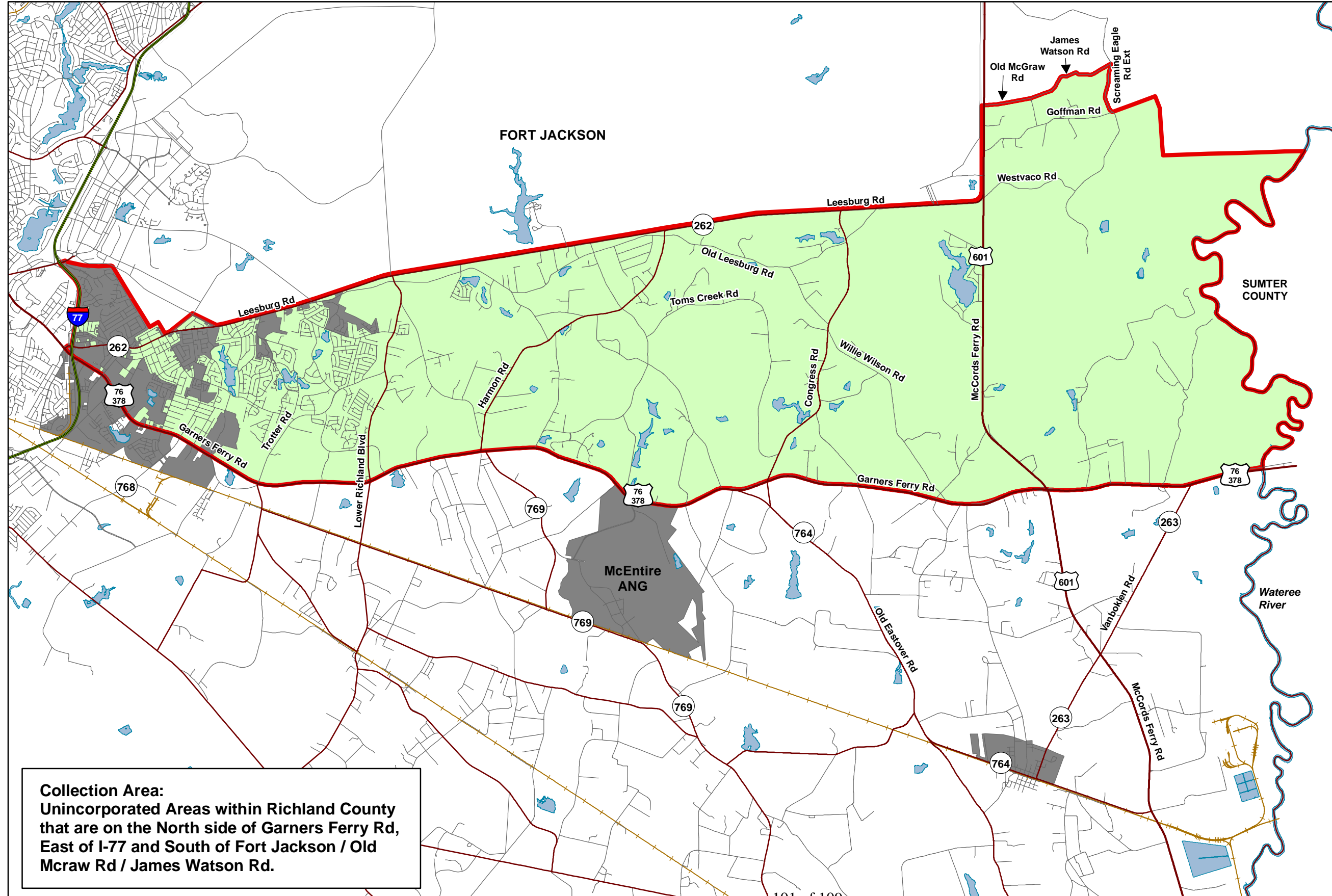
## Collection Area 6

- Legend**
-  Collection Area Boundary
  -  Collection Area
  -  No Collection - Municipality or Federal Land



**PUBLIC WORKS**

SEPTEMBER 2021



**Collection Area:**  
Unincorporated Areas within Richland County that are on the North side of Garners Ferry Rd, East of I-77 and South of Fort Jackson / Old McGraw Rd / James Watson Rd.

## Waste Management detailed, comprehensive assurance plan for Richland County Area #6.

The offerings we provide to our customers clearly differentiate our company from our competitors and demonstrate the value, service, and sustainability solutions we will provide to Richland County if awarded this contract. Our programs meet Richland County's goals through service optimization and cost reduction. As summarized in this response, we offer:

- • Dedication of a new employee, upon award, to the constant evaluation and communication of FleetMind for day-to-day operations of your curbside collection
- • 24/7/365 customer service with back door phone and cell numbers.
- • State-of-the-art technology that increases economic and environmental efficiencies
- • Local operations resources – including trucks, equipment, and drivers – with an extensive national research and development network to drive efficiencies.

We have the expertise and background to help you. We are well positioned to streamline best practices and provide you with each item outlined in the Scope of Services issued for Area 6.

Your Waste Management Richland County service team will include:

### **Public Sector Services**

- • Mindy Spires, Public Sector Sales Representative

### **Operations**

- • Jeff Harvey, District Manager
- • Rick Andrews, Operations Manager/Contract Route Manager
- • Joel Pack, Area Safety Manager
- • Nick Wyrick, Contract Route Manager
- • **To be hired (after award): A FleetMind Dedicated Employee**
- • Deja Clark, Richland County Dedicated Bulk Item Customer Liaison

### **Team Resumés and Richland County Responsibilities:**

#### **Mindy Spires-Miller: Public Sector Sales Representative**

Mindy Spires-Miller will serve Richland County by overseeing Waste Management's implementation of the new Agreement. She will make sure all your needs and expectations are met. Mindy has served as the Public Sector Account Manager for Richland County since 2005. In addition to contract management, Mindy is a strong community citizen and will oversee support and contribution activities to cultivate partnerships through participation in causes and events.

Mindy will oversee the efforts of Waste Management's team to verify that obligations, such as reporting, service verification, and customer outreach, are delivered per the contract, law, and company policy. She maintains knowledge about legislation, regulations, and local ordinances regarding Waste Management's delivery of services. Mindy will oversee all aspects of this agreement and will work collaboratively with your staff to design and implement new services and programs in accordance with contractual requirements, changes in law, and your direction.

### Jeff Harvey: District Manager

As a District Manager, Jeff Harvey oversees the day-to-day operations of the District, including oversight of employees in our Columbia Hauling District. Jeff provides leadership support to front-line managers for safety, operational, and service performance while also diagnosing and improving processes and procedures. Jeff is responsible for the District's overall service and budget performance. Jeff will interact with Richland County staff to maximize customer satisfaction and improve service efficiency and the daily quality of contract services. During the implementation of services, Jeff will oversee the completion of all operational tasks.

### Rick Andrews: Operations Manager

Rick Andrews is the Operations Manager for the Columbia Hauling District. In this position, Rick oversees daily collection services, drivers, and operational performance. Rick manages District personnel needs, including selection, coaching, and training drivers. Rick is also responsible for equipment utilization and managing all equipment needs, including cart and container inventory.

Rick will manage the operational implementation and ongoing quality of all Richland County collection programs and services, and oversee ongoing staffing, and equipment needs. Rick will work with Richland County's staff and our operations team to address special service requests or resolve unique customer requests or concerns (e.g. special event collections, scheduling needs, etc.).

### Joel Pack: Area Safety Manager

Responsible for developing district-specific safety plans, Joel Pack, Area Safety Manager, works hand-in-hand with our regional districts to develop safety programs for our people, equipment, and facilities. Joel Pack has served in this capacity for WM since 1996. Joel confirms all sites are fully compliant with both OSHA and Corporate safety requirements, administering safety rules and conducting safety site assessments.

### Route Managers

Two of our Route Managers will work closely with Richland County's drivers, assisting with morning launches, ensuring each vehicle is properly inspected at the beginning and conclusion of each route and monitoring drivers throughout their collection routes with a focus on safety and customer service. Route Managers will work closely with Richland County during the implementation of new services, helping to develop and test new collection routes, and proactively addressing customers' unique site requirements and service requests.

### Key Personnel Contacts and Addresses

Tracy Shrader	Vice President, South Atlantic Area	(704) 544-0554	<a href="mailto:tshrader@wm.com">tshrader@wm.com</a>	13850 Ballantyne Corporate Place, Suite 225 Charlotte, NC 28277
Brandon Shaw	General Manager, South Atlantic Area	(678) 809-3522	<a href="mailto:bshaw2@wm.com">bshaw2@wm.com</a>	300 Colonial Center Parkway Suite 230 Roswell, GA 30076
Eric Wakefield	South Atlantic Collection Operations Director	(609) 381-6119	<a href="mailto:kwakefield@wm.com">kwakefield@wm.com</a>	13850 Ballantyne Corporate Place, Suite 225 Charlotte, NC 28277
Mike Holbrook	South Atlantic Area Director	(336) 531-334	<a href="mailto:mholbroo@wm.com">mholbroo@wm.com</a>	3303 N. Glenn Ave. Winston-Salem, NC 27105
Mindy Spires-Miller	Public Sector Area Sales Representative	(843) 557-7777 103 of 109	<a href="mailto:mmille17@wm.com">mmille17@wm.com</a>	1452 Waterway Court, Mount

				Pleasant, SC 29464
Bob Peeler	Senior Manager, Govt. Affairs/ Community Relations	(803) 413-0072	<a href="mailto:bpeeler@wm.com">bpeeler@wm.com</a>	125 Scarlet Oak Way Lexington, SC 29072
Jeff Harvey	Senior District Manager	(803) 608-8891	<a href="mailto:jharve11@wm.com">jharve11@wm.com</a>	1045 Highway Church Road Elgin, SC 29045
Rick Andrews	Senior Route Manager	(803) 609-0978	<a href="mailto:dandrew7@wm.com">dandrew7@wm.com</a>	1045 Highway Church Road Elgin, SC 29045
Nick Wirick	Route Manager	(141) 963-1169	<a href="mailto:nwirick@wm.com">nwirick@wm.com</a>	1045 Highway Church Road Elgin, SC 29045
Djaris Clark	Operations Specialist	(803) 419-2731	<a href="mailto:dclark23@wm.com">dclark23@wm.com</a>	1047 Highway Church Road Elgin, SC 29045
Brenda Adamson	Operations Specialist	(803) 419-2731	<a href="mailto:badamson@wm.com">badamson@wm.com</a>	1047 Highway Church Road Elgin,

### 3) DETAILED COLLECTIONS OPERATIONS PLAN

#### Utilizing the FleetMind System®

WM will utilize the FleetMind System® to monitor its collection operations for Richland County. The system is currently installed on our current fleet and will be installed on our new equipment if an alternate is chosen. We will set up our routes daily and ensure our drivers are logged on when they leave our yard. The routes will be activated by the Route Manager after the routes are launched in the morning. This will also be monitored by our operations specialist to ensure none of the trucks have been missed.

**The Waste Management Columbia Hauling District services the Columbia Metro Area covering commercial, industrial, and residential services. We service the area out of our location at 1929 Rush Road in Elgin, SC. We currently run 72 routes out of this location with 156 employees.**

WM will set up each route in FleetMind so that it has a geo fence around the route. Each route will be sequenced so that it enables the driver to follow the most efficient route and let them know if they get outside of the zone they are running. This will also enable us to utilize the technology in the event we have a driver who is unfamiliar with the route.

#### Dedicated Team of Professionals

Waste Management will have a dedicated team that will manage and be responsible for collection operations of each Area serviced. This will consist of a Senior Route Manager Rick Andrews over the Richland County operations focusing on Area 6 and an additional Route Manager who will be primarily responsible for Area 6. They will report to the District Manager Jeff Harvey who will oversee the entire operation. Both will have the ability to cross over to another Richland County Area, if awarded to Waste Management, as needed to handle



service issues that may arise. They will be responsible for the collection operations daily and spending time in the field to ensure routes are being completed. They will also be responsible for ensuring operational issues such as missed pick-ups are checked and resolved finding the root cause to prevent reoccurrence within 24 hours. They will be responsible for an afternoon update for the status of the routes to Richland County Solid Waste Staff. Added communication with not only consist of email to Richland County Solid Waste, but also include back up data for the County.

**We have a dedicated Area 6 route manager who works with our Fleetmind personnel to monitor the routes ensuring all customers are serviced. We also have the ability to respond to any issues that arise same day. Our dedicated Area 6 route manager can go to any areas to resolve issues with service collection within 24 hours with the goal being same day and to identify the root cause of the issue to prevent its reoccurrence. The route manager will be spending time in the field checking on areas to ensure service is being provided. He will also be in contact with our dedicated fleet mind operations specialist to check any areas they identify that may be of concern. If they find an issue they can redirect resources there same day. Managers meet with route drivers to go over issues they identify to prevent reoccurrence.**

**We are setting up geo zones in fleet mind and putting our routing into the system so that it will not only be a bread crumb to show where they have been, but be able to guide the driver through the route to ensure no streets are missed. This project is ongoing and we anticipate having it complete in the 4<sup>th</sup> quarter.**

**The goal of this is to prevent any calls from coming into the county by resolving them on pick up day. When we do a get a call same day, we have a satellite truck that can be sent when the call comes in to check and see if it was a late set or to recover the customer the day we receive the call.**

**Our operations specialist is scheduling all bulk pickups with 48 hours of notification with follow up to the county. Any delays in bulk pick up are communicated to the residents for rescheduling and then followed up with the county with a new date. They will close the loop and email the county once the pickup is complete.**

**WM will continue to improve our staffing including the ongoing hiring of 5 additional drivers.**

**We also are scheduling training classes with Fleetmind to come in and help us enhance our teams use of the system.**

There will be two operations specialists that will be responsible for monitoring and answering email communications that are received from the County. They will oversee Deja Clark, our Richland County Dedicated Bulk Item Customer Liaison. Deja will manage and handle scheduling of all bulk/white goods pickups and will report out to the Route Managers once the requested schedule is set within 24 to 48 hours. Once processed and tickets are created, she will respond to the County with the scheduled pickup date for validation and confirmation. If there needs to be a reschedule due to operations, they will simultaneously communicate that to the customer(s), and notify the County of the new scheduled date. Communication will be sent to the County acknowledging the service date in order for the County to close the loop in their system. Upon written award, WM will hire a FleetMind-dedicated employee solely committed to the FleetMind System® in Richland County.

This will allow for better communication between Richland County and WM.

All other Route Managers and Operations team members will have FleetMind on their computers and monitor it daily to coordinate with the managers to watch for any areas of concern or do not show service being performed.

They will use FleetMind to monitor any potential misses and or late set-outs resulting in Valid or Invalid complaints, while researching any alerts from the County to coordinate with the managers to identify what the issue was and coordinate with the County to correct the issue so that it does not reoccur.

All WM employees servicing Richland County, including drivers, will be trained per the Richland County Scope of Services specifications. WM has an established quality control plan in place to monitor our own employees' performance aimed at maximizing customer satisfaction. Additionally, we acknowledge Richland County has the right to monitor our staff performance, truck conditions, and level of service for Area #6.

## Richland County Residential Yard debris Services

Length, and potential cart tags for carts and or piles that are non-compliant with Richland County Solid Waste Collection Ordinances. We would discuss and seek staff approval prior to any submission requesting changes. We would have our satellite trucks on standby for the first couple of weeks to be able to respond quickly when there are customers that need reminders.

Additionally, WM has one of the best maintenance programs in the industry. Waste Management will supply enough vehicles to service the contracts in Richland County daily. We will have an adequate number of spare vehicles to utilize when our trucks need repaired. We also have national agreement with truck rental companies to provide us assets when we have a need due to a major repair.

We will have enough vehicles to handle increases during high volume months for yard waste, typically mid-March through mid-May and November through December. Additional temporary staff can be added as well if we need further assistance during those increased volume periods. We also could draw other assets and employees from neighboring districts temporarily to assist when the need arises.

Despite the many challenges the COVID-19 pandemic has presented, we continue to provide essential services to communities while protecting the health and safety of our employees. In response to the pandemic, we developed a comprehensive response plan that includes:

- Equipping our frontline workers with personal protective equipment and instituting thorough cleaning, sterilizing, and social distancing procedures
- Shifting more than 19,000 employees to work from home without compromising customer service or operations
- Establishing a website detailing our response plan, with information and resources for customers ([wm.com/us/en/COVID19](http://wm.com/us/en/COVID19))

## Alternate Proposed Collection Vehicles for Richland County

### TYPE OF VEHICLE: FRONT LOADER WITH CUROTTO-CAN AUTOMATED SYSTEM

**Materials Collected**

Recycling, Garbage, Bulk Items (by appointment only), Yard Debris

**Crew Size**

1 driver

**Service Procedures**

See following pages for information on Curotto-Can Automated System.

**Type of Fuel**

Compressed Natural Gas (CNG) trucks only



### Alternate Equipment Listing for Richland County – Area 6

MAKE	MODEL	YEAR	DESCRIPTION	BODY MAKE	BODY MODEL	YEAR	CAPACITY
PETERBILT	520	2020	FEL Curotto	HEIL	HALFPACK40	2020	40 Yd
PETERBILT	520	2020	FEL Curotto	HEIL	HALFPACK40	2020	40 Yd
PETERBILT	520	2022	FEL Curotto	HEIL	HALFPACK40	2022	40 Yd
PETERBILT	520	2022	FEL Curotto	HEIL	HALFPACK40	2022	40 Yd
PETERBILT	520	2022	FEL Curotto	HEIL	HALFPACK40	2022	40 Yd
PETERBILT	520	2022	FEL Curotto	HEIL	HALFPACK40	2022	40 Yd
PETERBILT	520	2022	FEL Curotto	HEIL	HALFPACK40	2022	40 Yd
PETERBILT	348	2017	SREL	LOADMASTER	SXL31	2017	31 Yd
PETERBILT	348	2017	SREL107 of 109	LOADMASTER	SXL31	2017	31 Yd

PETERBILT	348	2017	SREL	LOADMASTER	SXL31	2017	31 Yd
PETERBILT	348	2017	SREL	LOADMASTER	SXL31	2017	31 Yd
PETERBILT	348	2017	SREL	LOADMASTER	SXL31	2017	31 Yd
PETERBILT	348	2017	SREL	LOADMASTER	SXL31	2017	31 Yd
Chevrolet	C2500 HD	2015	Support	PARKAN	RD3106YD	2015	3 Yd

## Recommended Educational Program for Conversion from Rear Load Curbside Service to Automated.

In Conjunction with Richland County and those residents affected by the conversion mentioned above, WM will partner with Richland County to reach out in many social media facets to let residents in Richland County Area #6 know of the changes related to curbside collection. This educational piece will include where to place the cart curbside no less than three (3) to five (5) feet away from any objects such as fences, cars, mail boxes.

Flyers should be produced and distributed in Grocery Stores most frequented in Area #6, while the use of Richland County Web Site, Richland County Area #6 Schools, and news paper and news broadcast should be included. This process of education needs to be no less than a 4-week period prior to changes in service.

Please see internal Flyer as a demonstration of what could possibly be used for the residents in area #6.



- Please have trash cart at curb the night before collection day
  - All trash must be bagged – no loose trash in cart
- Please place carts within 3 feet of curb and 5 feet from cars or mailboxes
  - Lid opening must face street