



AGENDA
COUNTY TRANSPORTATION COMMITTEE

Wednesday, November 16, 2016

4:00 p.m.

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, SC 29902

Committee Members:

Kraig Gordon, Chairman
Joe DeVito, Vice Chairman
Bob Arundell, Treasurer
Christopher England,
J. Craig Forrest, Mark McCain
Steve Miller, James Morrall
Paul Runko, Joseph Stroman
Stephen Wilson

1. CALL TO ORDER – ROLL CALL
 - A. INTRODUCTIONS
 - B. PLEDGE OF ALLEGIENCE
2. PUBLIC COMMENT
3. APPROVAL OF MINUTES – July 20, 2016 & September 21, 2016 ([backup](#))
4. BEAUFORT COUNTY TRANSPORTATION PLAN ([backup](#))
Mr. Mark McCain, BCTC Member
5. OLD BUSINESS
 - A. UPDATE ON RFP FOR BEAUFORT COUNTY ROADWAY PAVEMENT CONDITION SURVEY ([backup](#))
Mr. Robert McFee, PE, Division Director, Construction, Engineering and Facilities
 - B. RE-EVALUATION OF PORT ROYAL SIDEWALK
Chairman Kraig Gordon
 - C. STATUS OF FY2016 ROADWAY PROJECTS – SCDOT
Mr. Wendall Mulligan, SCDOT Resident Maintenance Engineer
 - E STATUS OF ADDITIONAL ROAD FUNDS APPROPRIATION FOR US AND STATE ROUTES
Chairman Kraig Gordon
Mr. Robert McFee, PE, Division Director, Construction, Engineering and Facilities
6. NEW BUSINESS
 - A. TREASURER REPORT - FIRST QUARTER FY 2017 BCTC FINANCIAL STATEMENT & ANNOUNCEMENT OF FY 2016 C FUND AUDIT ([backup](#))
Mr. Bob Arundell, BCTC Treasurer
 - B. DISCUSSION TO FUND FY 2017 CONTINGENCY FUND
Chairman Kraig Gordon



C. STATE LEGISLATURE FY 2017 C FUND RECURRING/NONRECURRING REVENUE

Mr. Robert McFee, PE, Division Director, Construction, Engineering and Facilities

D. AFTERMATH OF HURRICANE MATTHEW

Chairman Kraig Gordon

Mr. Robert McFee, PE, Division Director, Construction, Engineering and Facilities

Mr. Wendall Mulligan, SCDOT Resident Maintenance Engineer

E. ADOPTION OF 2017 REGULAR MEETING SCHEDULE – TENTATIVE DATES

JAN 18th, MAR 15th, MAY 17th, JUL 19th, SEP 20th, NOV 15th (ALL DATES 3rd WED OF THE MONTH LISTED IN 2017)

Chairman Kraig Gordon

7. PUBLIC COMMENT

8. ADJOURNMENT

Next Meeting – Tentative Wednesday, January 18, 2017 4:00 p.m., Executive Conference Room, Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort



**BEAUFORT COUNTY TRANSPORTATION COMMITTEE
MINUTES OF MEETING ON JULY 20, 2016**

The regular meeting of the Beaufort County Transportation Committee (BCTC) was held on July 20, 2016 in the Executive Conference Room of the Beaufort County Administrative Complex located at 100 Ribaut Road, Beaufort, South Carolina.

MEMBERS PRESENT: Kraig Gordon, Bob Arundell, Joe DeVito, Craig Forrest, Mark McCain, James Morrall, Paul Runko, Joseph Stroman, Stephen Wilson

MEMBERS ABSENT: Steve Miller, Vacant District 7

OTHERS PRESENT: Councilman Jerry Stewart, Beaufort County Council District 6
Rob McFee, Beaufort County Division Director for Construction, Engineering & Facilities
Wendell Mulligan, SCDOT Resident Maintenance Engineer
Darrin Shoemaker, Town of Hilton Head Traffic Engineer
Van Willis, Town of Port Royal Manager

Notification. An audio recording of this meeting is available from the Beaufort County Engineering Department. Please contact the department at 843 255-2700 and request an audio copy. Power Point presentations given to the BCTC are available from the County Engineering Department.

1. **Call to Order & Members Roll Call.** Meeting was called to order at approximately 4:00 p.m. by Chairman Gordon and an attendance roll call was taken.
2. **Public Comment.** No public comment given.
3. Approval of Minutes

Motion: Motion was made and seconded to approve the minutes from the May 18, 2016 and June 22, 2016 meetings. Motion passed unanimously.

4. **Treasurer's Report.** The BCTC Financial Statement at June 30, 2016 was presented by Mr. Arundell.
5. **Old Business**

A. **Beaufort County Road System Evaluation.** Mr. McFee presented to the committee a power point on the County's roadway system and approaches pavement evaluation. The County has County, State and municipality maintained roadway systems on which C funds can be allocated. There are several ways to analyze pavement evaluation. One system is the surface condition survey another is the pavement condition index (PCI). The surface condition survey is a subjective system where the PCI is an intense, technical driven system. Charleston County had a pavement evaluation service conducted 2 years ago that cost approximately \$211 per mile for the County's state and county roadways. The scope of the service provided right of way imagery to identify assets and pavement distress analysis on type of severity and extent. This evaluation that was used to develop maintenance and repair protocols in priority order. For Beaufort County pavement analysis, Mr. McFee estimated a cost of \$500 per mile for the 209 miles of County roads. Total program would cost approximately \$80,000 to 105,000. It is estimated that the subjective survey would cost \$40,000 to \$60,000. Of course, cost is dependent on what the scope of the evaluation the CTC would include. Shelf life for the evaluation cycle is estimated at 3 to 5 years for County roadways. Per Mr. Mulligan, SCDOT conducts an evaluation every 2 years on their primary roadway system. Mr. Forrest stated that he felt the subjective system is the best system to justify especially since it is effective on small systems like Beaufort County. Chairman Gordon reminded the committee that the County has never had an inventory analysis of the County roadway system. No benchmark has been created for the County engineers to work from. Does the committee want to go out with a request for proposals for County roadway evaluation so the committee and the County engineers have a starting point for selection of roads for resurfacing and improvements? Mr. McCain indicated that

in-depth data from an evaluation could be linked to SCDOT's analysis and any municipality evaluation in order to spend C funds wisely. Mr. Forrest suggested using a system to build a baseline that then the subjective evaluation could use. Traffic impact fee expenditures for resurfacing and improvement decisions would also be determined from the pavement evaluation survey. Mr. McFee feels that the more objective survey which provides a higher evaluation and expandability is the more favorable choice. The County does not currently have comprehensive analysis.

MOTION: Motion was made by Mr. Forrest for an RFP for a Pavement Evaluation Survey to be prepared and advertised on both the subjective and PCI surveys and once the costs are received by the County Engineering Department to present the submitted scope of services and costs to the BCTC for decision on the approach to move forward. Motion was seconded by Mr. Arundell. Motion passed unanimously.

Mr. DeVito suggested that the municipalities be asked if they wished to participate in the survey.

B. **Alternate Paving Dirt Road Methods.** Mr. McFee presented to the committee a power point on the alternatives to dirt road paving. Mr. McFee indicated that it was hard to obtain reliable information for comparing alternate paving methods for expanded asphalt and polymers. There is information on Portland cement modification that he did not include in this presentation but Portland cement cost is comparable to rock cost within \$10,000 a mile. Rock in the presentation could be changed to Portland cement stabilization but there is no data on maintenance of Portland cement stabilization. Mr. McFee presented cost data for annual maintenance by County Public Works. Rock/stone application to dirt roads has a relatively low initial cost compared to asphalt paving and annual maintenance cost. Per Mr. McFee, County would not establish a rocking program without including roadside drainage improvements. A rocking program could be funded by C or TAG funds. Mr. McFee concluded that stone life has a better cost ratio to asphalt application. Initial cost is lower at 20% of paving. Maintenance cost for gravel roads is at least 50% higher but the comparison of initial cost keeps the overall rocking cost lower. County does have several County maintained dirt roads that have been rocked/stoned. Most of the rocked roads are in the Lands End area on St. Helena. Old Country Road in Burton has also been rocked. Right of way still has to be obtained. Community expectation and quality of life could be issues for a rocking program.

Chairman Gordon discussed with Mr. Kubic that if the CTC changed its approach to the paving process to another form would it require County Council approval. Mr. Kubic indicated that the CTC would not need to get prior approval. Chairman Gordon is proposing that if residents/property owners want a road paved it would be their responsibility to acquire the necessary right of way and then present their request to the committee and the CTC would determine if road should be paved or stoned based on procedures set forth by the CTC.

Mr. McCain recommended that the committee accept the presented information on alternate paving methods and use for future discussions.

C. **Status of Transportation Plan.** Mr. McCain is finalizing the updated transportation plan and will submit a draft version to the Chairman and County staff for review and then to the entire committee for comment. The final version should be presented at the September meeting for discussion. Mr. McCain maintained the theme from the prior BCTC transportation plan as a skeleton but policies will be changing along with process. Some of the changes could include use of TAG funds and development of a PMS program.

D. **Future Road Program.** Discussion on the future road program was included in the old business items for road system evaluation and alternate paving methods for dirt roads.

6. New Business

A. **SCDOT Primary System Funding.** The SCDOT C Program Manager has released the State Fiscal Year 2016/2017 C Fund Revenue authorization. Beaufort County will be receiving \$1,296,700 in non-recurring funding which should be spent on primary and secondary roadways. Mr. McFee and Mr. Mulligan have been discussing which primary roadways to consider. Beaufort County will receive an estimated \$1,926,800 in recurring C Funds and \$391,088 for their portion of the donor bonus funds.

B. Town of Port Royal Sidewalk Request. Mr. Van Willis, Town Manager for the Town of Port Royal presented a request to the BCTC to fund a match of \$39,451 for a grant application with SCDOT to construct two sections of sidewalk. The Town has been awarded a grant of \$197,257 for sidewalk improvements along two corridors connecting existing sidewalks. The first location is along the north side of Waddell Road between Tailbird Road and Robinson Street. The second location is along Shell Road and Ribaut Road adjacent to the Naval Hospital fence line. These sidewalk upgrades will improve pedestrian access to commercial and recreational areas. These 2 corridors are heavily traveled by pedestrian traffic and safety is an issue.

Motion: Mr. DeVito made a motion to fund the match of \$39,451 requested by the Town of Port Royal for the 2 corridor sidewalk projects for Waddell Road and Shell/Ribaut Road that has been awarded a grant by SCDOT. Mr. McCain seconded the motion. Motion was discussed.

Mr. Forrest felt in his opinion that it was wrong to use matching funds from one state program to match funds in another state program. Mr. Arundell indicated he was concerned that it would divert funds from road improvements and sidewalk improvement would not be as important. Mr. DeVito indicated that pedestrian connectivity and alternate transportation other than vehicles for communities is an important issue. Sidewalk improvement funds were previously given to the City of Beaufort last year by the previous BCTC. Mr. Arundell did note that there were existing dirt paths where the sidewalks would be constructed.

Mr. Willis indicated that the SCDOT C Fund Manager recommended to the Town that they request the match funding from the local CTC. The Town is also providing improvement funding. Mr. Willis added that this corridor has been re-designated as the US 21 Business corridor which will increase truck traffic along Ribaut Road in the Town of Port Royal. The Town is trying to provide a safer pedestrian corridor along with and connecting to the Lady's Island Bridge corridor. The dirt paths that exist now are not handicap accessible.

Chairman Gordon called for the vote on the motion. For: Mr. McCain, Mr. DeVito Opposed: Mr. Arundell, Mr. Forrest, Mr. Morrall, Mr. Runko, Mr. Stroman, Mr. Wilson. Motion did not pass.

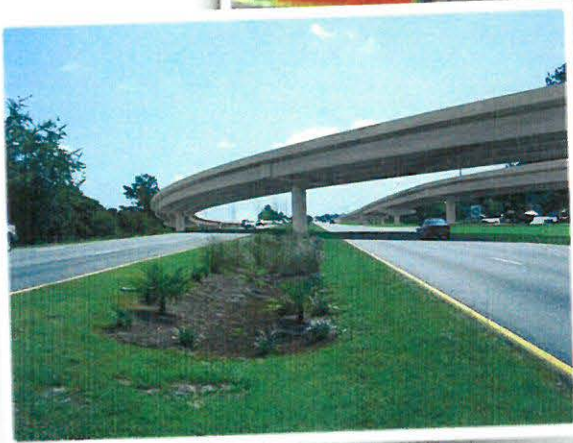
C. MPO Lowcountry Regional Update. Chairman Gordon stated that an MPO meeting will be held next week. Regional demand models are being prepared by CDM-Smith. Chairman Gordon will report back on this subject when more information is available. After last meeting, Senator Davis sent an email to state officials to discuss the BCTC's concerns for the Jasper Port, lack of connectivity and funding for Exit 3. Chairman Gordon indicated that he has not heard back yet from the Senator but will follow up.

7. **Public Comment.** No public comment given.

8. **Meeting Adjourned.** The next regular meeting is scheduled for on Wednesday, September 21, 2016 at 4:00 p.m., and will be held in the Executive Conference Room, County Administration Building, Robert Smalls Complex, Beaufort, SC.

Beaufort County

2016/17 Transportation Plan



Beaufort County Transportation Plan

Program Goal

The goal of the Beaufort County Transportation Committee (CTC) is to provide the citizens of Beaufort County with the best and safest roads, bridges, and sidewalks possible with the funds for which the CTC are responsible.

Program Overview

The CTC is composed of eleven (11) members that are appointed by the Beaufort County Council. The members of the CTC are appointed from and represent the counties electoral districts that are the same as those of the Beaufort County Council membership.

Beaufort County has an Engineering Department and Public Works Department which are equipped to design and maintain county maintained roadways. The county has levied an annual special motor vehicle tax (TAG) in the amount of \$16.50 per registered vehicle in the county, which is intended to be used to pave, maintain and improve dirt and secondary roads within the County roadway system, in concert with the South Carolina Department of Transportation (SCDOT) “C” fund allocations.

It is the intention of the CTC to cooperate and work closely with the Beaufort County Engineering Department, Public Works Department and administrative staff of the County to provide the appropriate guidance for County Council to improve as many roads and other transportation related facilities as possible with the combined funds allocated.

The CTC also will cooperate with the Lowcountry Council of Governments (COG) in the coordination of the Lowcountry Area Transportation Plan (LATS) through involvement of the Transportation Improvement Program (2015-2019 TIP), as the CTC pursues it’s mission of prioritizing primary transportation system needs as well as the primary and secondary road system of Beaufort County to best serve the public. The Chairman, or the selection of an alternative representative, of the CTC will provide such coordination with the LATS support staff as a member of the Technical Committee.

The Countywide transportation plan, as adopted by the CTC, was initially submitted for approval to the South Carolina Department of Transportation (SCDOT) on February 3, 1994. Annual updates, including this version, will be submitted as approved during the last CTC

meeting of the calendar year annually for approval by SCDOT in accordance with the current provisions of South Carolina Code of Laws §12-28-2740 passed by the General Assembly and to the County Administrator for County Council discussion and approval.

Organizational Structure

The Beaufort County CTC is structured with the election of a Chairman, Vice Chair and the selection of a Treasurer. The Chairperson, and Vice Chairperson shall be elected from the majority of the committee membership during the first meeting of the Committee of each calendar year. The Treasurer shall be selected annually from the Committee's membership as qualifications dictate and appointed by the Chairperson, with Committee approval.

The County Engineer's office shall provide the Treasurer the necessary financial documentation to the CTC with the most up to date record fund balances, pending expenditures of the CTC financial projections concerning CTC programs.

Membership on the CTC will require that all members of the Committee shall attend a majority of the annual CTC meetings with no less than two unexcused meeting attendances in a calendar year. Failure to meet the scheduled meeting attendance requirements will permit the Chairperson to seek out from County Council the selection of a replacement representative for the appropriate County Council district for appointment.

District	Name	Mailing Address	E-mail Address	Date of Appointment	Expiration Date
1	Joseph Stroman, Jr.	P O Box 4292 Beaufort, SC 29903	jssigma@hargray.com	12/14/15	2/17
2	Mark H. McCain	330 Westbrook Road, Saint Helena Island, SC 29920	mmccain2016@gmail.com	12/14/15	2/19
3	Steve Miller	1217 Seaside Road, Saint Helena Island, SC 29920	veronciamiller34@gmail.com	2/29/16	2/17
4	Joe DeVito, Vice Chairman	1805 West Vine Drive, Port Royal, SC 29935	joed@bjwsa.org	11/9/15	2/19

District	Name	Mailing Address	E-mail Address	Date of Appointment	Expiration Date
5	James Morrall	46 Landon Lane, Beaufort, SC 29906	moral.james@gmail.com	5/9/16	2/17
6	John Craig Forrest	25 Wandering Daisy Drive, Bluffton, SC 29909	jcraig@hargray.com	12/14/16	2/19
7	Christopher England	2 Sweet Grass Lane, Bluffton, SC 29909	chrisengland00@gmail.com	9/12/16	2/17
8	Kraig Gordon, Chairman	201 Summerton Drive, Bluffton, SC 29910	kgordon@gordonconst.com	11/9/15	2/19
9	Paul Runko	152 Lake Linden Drive, Bluffton, SC 29910	pjunko1@gmail.com	5/9/16	2/17
10	Bob Arundell, Treasurer	96 Mathews Drive, Hilton Head, SC 29938	bob@mhalawfirm.com	12/14/15	2/19
12	Stephen Wilson	6 Red Maple Road, Hilton Head Island, SC 29928	stevewilsonhhi@gmail.com	11/9/15	2/19

Program Administration

Communications coordination, questions, and request to appear before the CTC should be addressed to the following;

Mr. Kraig L. Gordon, Chairman Or

Mr. Robert, McFee, PE., Division Director for Construction, Engineering & Facilities

Beaufort County Engineering Department

Post Office Box 1228, Beaufort, SC 29901

843.255.2700

Funding Administration

The Beaufort CTC elects and requests to receive its monthly allocation of funds directly from the SCDOT Commission. The annual allocation of funds will be deposited with the Beaufort County Treasurer, which will perform the necessary accounting for such funds, in concert with the County Engineer's Office and the CTC Treasurer, and will be expended only upon written approval of the CTC Chairman or Vice Chairman of projects within the work program and approved by the CTC committee membership. The expenditure and documentation



of these funds shall be in accordance with the requirements of Code §12-28-2740 (A), including the required spending for the SCDOT system (minimum of 25% of total allocated funds), and the CTC Treasurer shall assist in maintaining such official records. The CTC will review all final bids for proposed construction at scheduled meetings of the membership, with a majority of the CTC approving the project, in concert with the Beaufort County Engineer before such CTC projects are

presented to County Council for approval and projects are awarded to contract.

The SCDOT "C" funds are apportioned to each County as part of the July to September budgeting process in the following manner utilizing the base line of data as related to Beaufort County:

- one-third of total funds (587 square miles - 1.95 %) based on the ratio of the land area of the county to the land area of the state,
- one-third of total funds (162,233 county population - 3.51 %) based on the ratio of county population to state population as determined by the latest ten year census, and
- one-third of total funds (1,608 miles - 2.39 %) based on the ratio of rural roadway mileage in the county to rural road mileage in the state.

Total Beaufort County "C" Funds allocation by the state fiscal year (State Funding Year (SFY) 2016/17 = \$1,926,800)

Donor county funds are apportioned based on a ratio of the county's user fees contribution in excess of its "C" fund apportionment to the total excess contributions of all South Carolina counties. SFY 2016/17 Beaufort Counties Donor Bonus allocation = \$391,088.

During the SFY 2016/17 SFY SCDOT budgeting process, the Beaufort CTC will receive a one time \$1,269,700 allocation for the purpose of rehabilitation of the SCDOT primary highway system to be programmed in concert with the CTC and the SCDOT Resident Maintenance Engineer of Beaufort County.

To assist with the planning process, it is a guideline of the CTC to achieve and maintain a half-million dollar reserve fund for unscheduled program request to assure a timely response to such occurrences.

Beaufort County, through the Engineering and Public Works Departments, will provide the following services for each project:

- Design criteria per the approved Beaufort County design and engineering standards
- Annual roadway maintenance operational cost
- Acquisition of right-of-way in the ability to permit construction of the approved roadway
- Procurement of contraction contracts
- Project supervision and quality assurance, and
- Compliance with minority and women-owned business requirements under the current South Carolina Code §12-28-2930.

Beaufort County Engineering and Public Works Department's conduct their procurement and engineering activities in compliance with applicable South Carolina law and accepted departmental design standards and critique.

Program Priorities

The goal of the CTC is to cooperate with the SCDOT in constructing and maintaining existing and future roadways in Beaufort County in keeping with the present SCDOT “C” funds minimum funding guidelines (25% of the “C” funds received from the SCDOT gasoline tax payments). Within the Beaufort County maintained roadway system, consideration will be given to road improvements to include paving / resurfacing, widening and/or roadway realignment, extending shoulders, traffic signs / signals, intersection improvements, turn lanes, sidewalks and pavement markings. Projects will be prioritized based upon the current approved 2014 Beaufort County CTC four year plan and appropriate rating summary systems prepared in cooperation with the Beaufort County Engineer’s office after all pertinent information has been reviewed by the CTC. Additionally, the CTC will evaluate other capital improvement proposals based upon the individual merits of each project based upon the appropriate funding sources to address the requested improvement project.

Paving of dirt roads in keeping with the goals of the CTC reflects that Beaufort County presently has 91.86 miles of unpaved dirt roads in the system. One of the CTC objectives is to pave or other alternatives as many dirt roads in the system as financially possible as there needs to be a clear understanding that this important process should be a community based activity to include providing the necessary rights of way to permit the construction of a roadway and related activities affecting the decision making process in reviewing the merits of such request. The framework for requesting the paving of a dirt road in Beaufort County through the utilization of CTC funds is:

1. A recognized representative of the requesting dirt road residents wishing to have their road paved shall submit a road improvements request document as provided by the County Engineer’s office with all supporting documents provided by the property owners, stating that the individual property owners adjacent to the subject roadway will provide signatures of the willingness to assist in securing the necessary right of ways to permit the construction of a roadway based upon the design standards of Beaufort County. Providing such right of way is a requirement by County Council standards (ordinance) for the construction of roadway improvements within existing and future roadways of the county.

2. Such a neighborhood based request should be submitted during the first calendar quarter of each calendar year and the County Engineer will present their technical recommendations to the CTC during the second calendar quarter of each year of all dirt roads requested to be improved upon request submitted. The CTC or their agent shall notify the neighborhood representative of the findings during the third calendar quarter of the recommendations based upon the discussions of the CTC.

3. Approved projects shall be programmed based upon the annual master plan of the County Engineer as presented to the CTC based the work program and funding for such construction projects.

In addressing the assistance to municipalities, and other qualifying governmental agencies requesting CTC funding for various construction / maintenance projects, the requesting agency is to provide the County Engineer's Office with a formal request outlining the description of the project, time lines, estimated cost and percentages of financial participation for the funds requested of the CTC. All projects are to comply with the established guidelines of accepted projects (sidewalks, paving, resurfacing, etc.) as outlined by this organizations established procedures. Such request are accepted on an annual basis (first calendar quarter) in keeping with the time lines of the requesting the paving of dirt roads to permit a structured planning process for allocation of program funds under the guidelines of the CTC.

Prioritizing Projects

The CTC will use information from the SCDOT, Lowcountry Council of Governments, the Beaufort County Engineering and Public Works Department, and from the municipalities concerning the condition of secondary roads and bridges within the state and all county systems to determine their appropriateness for capital improvements and / or expansion of the existing transportation related systems. All qualifying agencies wishing to make request for the utilization of CTC funds shall submit the appropriate project sheets in keeping with project request timelines.

The CTC, through the Beaufort County Engineer's Office, will rate and evaluate all local roads not within the State system and will solicit recommendations and input from local officials, citizens, and neighborhood associations in accordance with the approved Beaufort CTC paved and dirt road improvements rating systems via established roadway resurfacing procedures, and accepted design criteria for transportation system improvements. The CTC will complete such studies on a five year cycle to assist in the development and implementation of a county roadway master plan.

The CTC shall review recommendations presented by the County Engineer and the Resident Maintenance Engineer of the SCDOT for roadways to be improved and the appropriate guidance shall be provided in the establishment of programs of maintenance, and construction for public roadways in Beaufort County.

The County Engineer in concert with the CTC will establish on an annual basis the prioritization of projects report during the fourth calendar quarter for the purpose of submission to County Council and the SCDOT.

Equal Consideration

A goal of the CTC is to meet the transportation needs of the entire county and State roadway system to include all the municipalities. Consideration will be given to the distribution of funds and projects among the eleven (11) Council Districts and including all the municipalities within the County. The CTC will not utilize an allocation or quota system for distribution of project funding for the political districts because of the necessity of considering such factors as population, traffic county, environmental impacts, right-of-way acquisition, number of households served, and similar considerations.

Resurfacing and Repair

The CTC will allocate such funds as it deems appropriate on an annual basis for resurfacing utilizing adopted evaluation procedures, roadway repair and roadway upkeep of existing secondary State and county pavement roads and bridges.

Revision to Plan

The CTC will annually review and revise the County Transportation Plan (CTP), make changes, or deletions, which will be submitted to SCDOT for approval for implementation.

Kraig L. Gordon, Chairman

Beaufort County Transportation Committee

Amended: September 21, 2016



**COUNTY COUNCIL OF BEAUFORT COUNTY
BEAUFORT COUNTY ENGINEERING DEPARTMENT
104 Industrial Village Road, Building #3, Beaufort, SC 29906
Post Office Drawer 1228, Beaufort, SC 29901-1228
Telephone: 843-255-2700 Facsimile: 843-255-9420**

To: All Prospective Bidders
Date: October 12, 2016

**ADDENDUM #4
Beaufort County Roadway Pavement Conditions Survey
RFP # 100616E**

The following information and attachments will amend, modify, and/or clarify the bid documents described above and are hereby part of the same. Please incorporate this item into the proposal documents for the above referenced project.

Due to Hurricane Matthew, we are extending the due date for RFP #100616E Beaufort County Roadway Pavement Conditions Survey to **November 10, 2016 at 5:00 p.m.**

Should you have any questions regarding this, please call the Beaufort County Engineering Division at (843) 255-2700. As always, we appreciate your interest in doing business with Beaufort County.

Sincerely,

Robert McFee, PE
Division Director of Construction Engineering and Facilities

JRM/mjh

Attachment: Paved Beaufort County Maintained Road Listing



South Carolina
Department of Transportation

October 10, 2016

Mr. Kraig Gordon, Chairman
Beaufort County Transportation Committee
201 Summerten Drive
Bluffton, South Carolina 29910

RE: Beaufort County Transportation Committee Review – FY 2015-2016

Dear Chairman Gordon:

The C Program Administration Office has received Beaufort's annual report for fiscal year 2015/2016. Thank you for your timely submittal.

Reviews of self-administered County Transportation Committees (CTCs) conducted by the South Carolina Department of Transportation (SCDOT) are required in compliance with Paragraph (P) of Section 12-28-2740, of the S.C. Code of Laws 1976. The reviews are to ensure compliance with subsections C, D, F, and I and include evaluating randomly selected projects and financial records. This should not be considered an audit; however, if discrepancies in the project documentation or questions regarding management of C Funds exist, a formal audit may be request.

I would like to schedule a date and time for the Department's Interdisciplinary Review Team to meet with those responsible for compliance with the above law. An example of the items to be reviewed is attached and all pertinent information should be readily available at the time of the review. ***Once the review date is set, I will send a listing of the projects to be reviewed.*** It would be appreciated if all the information is separated into individual packets by project. Please contact me at 803-737-4832 or feasterbm@scdot.org by November 15, 2016, in order to schedule the review.

The CTC plays a vital role for the traveling public and SCDOT appreciates the contributions it makes. I look forward to hearing from you in the near future.

Sincerely,

Batina Feaster
Program Manager
C Program Administration

BF:bmf

Enclosures

cc: Rob McFee, Division Director of Construction Engineering



**COMPLIANCE REVIEW FOR COUNTY TRANSPORTATION COMMITTEE'S
SELF ADMINISTERING "C" FUNDS**

County: Beaufort

2015/2016 Yearly Allotment: \$1,865,700

Review Date:

25% of 2015/2016 Allotment: \$466,425

Review Period: **Fiscal Year 2015/2016**

All projects programmed or let to contract during the fiscal year will be subject to this review.

SECTION C: Did CTC spend a minimum of 25% of their yearly allotment on the state highway system based on biennial average?	YES	NO
Did the CTC acquire an encroachment permit for work done on the state highway system?		
SECTION C: Were the remaining "C" funds expended for other Local Paving improving county roads, for street and traffic signs, or for other road and bridge projects?		
SECTION D: Were "C" funds expended or committed for future projects so that the CTC uncommitted funds did not exceed 300% of their annual allotment?		
SECTION D: Were expenditures documented to the CTC on a per project basis upon completion of each project accomplished by the agency of local government expending the funds?		
SECTION F: Is the CTC's County Transportation plan on file current, signed and dated?		
SECTION I: Was a competitive bid system used for letting projects to contract without bid preference?		
SECTION D: Did the CTC provide an annual report to SCDOT?		
SECTION D: Did the annual report to SCDOT use guidelines established by the SCDOT?		
Are "C" funds kept in a separate account so funds are easily accounted for and not mixed with other funds?		
SECTION I: Ensure bond requirements do not include a requirement that the surety bond be furnished by a particular surety company or through a particular agent or broker.		
Is a list of all current CTC members on file?		
Does the CTC have written procedures the local entities must follow on LPP projects?		
What Procurement Procedures are being followed?		

An unjustified negative answer to any of the above questions indicates that the CTC is not in compliance with the provisions of Section 12-28-2740, Code of Laws of South Carolina, 1976 (as amended). The CTC will have two years to comply with the above requirements or to appeal through the process outlined in Section 12-28-2740. If compliance is not attained after two years, the county forfeits 50% of its allocation the third year and those funds are to be divided among the other counties.

Small Purchase Procedures as outlined in the SC Consolidated Procurement Code – Section 11-35-1550

- A. Purchases not in excess of \$2,500:** Small purchases not exceeding \$2,500.00 may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition: “Price is fair and reasonable” and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
- B. Purchases over \$2,500 to \$10,000:** Solicitation of written quotes from a minimum of three qualified sources of supply must be made and documentation of the quotes attached to the purchase requisition for a small purchase over \$2,500 but not in excess of \$10,000. The award must be made to the lowest responsive and responsible sources.
- C. Purchases over \$10,000 up to \$50,000:** Written solicitation of written quotes, bids, or proposals must be made for a small purchase over \$10,000 but not in excess of \$50,000. The procurement must be advertised at least once in the South Carolina Business Opportunities publication or through a means of central electronic advertising as approved by the designated board office. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source, or when a request for proposal process is used, the highest ranking offeror.
- D. Contracts greater than \$50,000:** Must be awarded by competitive sealed bidding (Section 11-35-1520).

Selection Project Guidance: If the project is on public property and the improvements can be used by the public for transportation it is a viable project.

Review Team Signature:

_____	_____
_____	_____

CTC:

Review Date:

Reviewer's Initials:

Project Name:

Contractor:

Project Description:

State or Local Road:

Encroachment Permit:

FY 2015/16 Expenditures:

Budget:

Expenditures:

- Review expenditure data (estimates, invoices, etc) for reasonableness and continuity
- Be aware of overruns - may want to verify use of change orders
- If jobs were completed "In-House" review payment records for appropriateness to project

Tie expenditures on annual report to invoices paid during fiscal year.		
DATE	AMOUNT	VENDOR
TOTAL	\$ -	

Procurement: Review the procurement documentation to ensure it provides the following.

Actual competitive sealed bids	
Public advertisement of all projects (SCBO)	
All bids over \$100,000 accompanied by a bid bond	
Bid summaries published in a newspaper of general distribution or governmental website, following each award	
Awards over \$100,000 must be covered by performance and payment bonds for 100% of the contract value.	
No bid preferences except those required by state or federal law (we need a list of these if there are any)	

BEAUFORT COUNTY C FUND REPORT
JULY 1, 2016- SEPTEMBER 30, 2016

(unaudited)

11/04/2016

INCOME AND EXPENSES

Balance of Funds as of July 1, 2016		\$8,623,593
Income: July 1 2016 thru September 30 2016		
Recurring Funds Received	\$1,295,000	
Nonrecurring Funds Received	\$910,764	
Interested Earned	\$300	
Total Income July 1, 2016 thru September 30, 2016		\$2,206,064
Expenses: July 1, 2016 thru Spetember 30, 2016		
Administrative Expenses Bid Ad, Postage, Office Supplies	\$178	
Local Paving Project Expenditures	\$301,080	
Note 1 2016 State Road Resurfacing Expenditures	\$141,733	
Total Expenditures July 1, 2016 thru September 30, 2016		\$442,991
Balance of Funds as of September 30, 2016		\$10,386,666

FUNDING COMMITMENTS

Note 1	2016 State Road Resurfacing Project (State System) Under Construction	\$6,018,110	
	2017 State Road Resurfacing Project (State System)	\$1,965,927	
	City of Beaufort Southside Blvd Sidewalk Repair	\$130,000	
	Beaufort County Traffic Signal Enhancement/Data Collection US21/SC170	\$187,000	
Note 2	Reserve Fund Allocation for FY 2016 (5% Annual Income)	\$115,644	
	Total Committed Funds		\$8,416,681
	Total Uncommitted Funds Available for New Projects		\$1,969,985

		For FY 2016 the mandatory 25%
Note 1	Funding is \$5,667,823 from Nonrecurring Funds Received	is \$581,775 (Obligation State System)
	\$492,020 from Recurring Funds Received	
	\$6,159,843 Total Budget 2016 SCDOT Road Resurfacing	

Note 2	BCTC approved Reserve Fund Allocation at May 18, 2016 Meeting
	at 25% of average annual income over a 5 year period at a minimum of 20% per year.

**BEAUFORT COUNTY C FUND REPORT
JULY 1, 2016 - SEPTEMBER 30, 2016**

11/04/2016

LOCAL PAVING PROJECTS

PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	TOTAL EXPENDITURES	CURRENT FY EXPENDITURES	REMAINING BUDGET
Contract 49						
Huspah Court S, Huspah Court N, Hobcaw Dr, Gator Ln, Turtle Ln, Wimbee Landing Rd Ph2	Paving	County	\$2,098,980	\$2,098,980	\$301,080	\$0
Total Local Paving Projects			\$2,098,980	\$2,098,980	\$301,080	\$0

**BEAUFORT COUNTY C FUND REPORT
JULY 1, 2016 - SEPTEMBER 30, 2016**

11/4/2016

STATE ROAD PROJECTS

PROJECT DESCRIPTION	WORK TYPE	RESPONSIBLE AGENCY	BUDGET	TOTAL EXPENDITURES	CURRENT FY EXPENDITURES	REMAINING BUDGET
City of Beaufort Sidewalk Repair Southside Blvd S-7-253 BCTC Approved Funding 5/20/15	Sidewalk	City	\$130,000	\$0	\$0	\$130,000
Beaufort County Traffic Signal Enhancement Data Collection US 21/SC 170	Traffic Signal	County	\$187,000	\$0	\$0	\$187,000
2016 SCDOT Road Resurfacing Project Contract Awarded 4/25/16 SCDOT Roads selected for Resurfacing by CTC 9/16/15 (see attached listing) <small>Note 1</small>	Resurfacing	County	\$6,159,843	\$141,733	\$141,733	\$6,018,110
2017 SCDOT Road Resurfacing	Resurfacing	County	\$1,965,927	\$0	\$0	\$1,965,927
TOTALS			\$8,442,770	\$141,733	\$141,733	\$8,301,037

Note 1 Total Bid \$5,599,857 plus 10% Contingency \$559,986
for Total Budget of \$6,159,843

2016 CTC Roadway Resurfacing Project

Nov-16

Contractor: Lane Construction Corporation

Road Name & Number	Number	From	Number	To	Number	Length (miles)	Total Bid Price
Brickyard Point Road	S-7-72	Middle Road	S-7-750	Pleasant Point Drive	S-7-258	1.40	867,253
Burnt Church Road	S-7-163	Bridge Street	S-7-13	Bruin Road	S-7-120	0.50	109,748
Joe Frasier Rd	S-7-40	Morrall Drive	S-7-263	Laurel Bay Rd	SC 116	0.61	145,262
Bay St	S-7-6	Hamar St	S-7-67	Ribaut Rd	SC 281	0.29	63,691
Broad River Blvd	S-7-20	Paris Island Gateway	US 21	Robert Smalls Parkway	SC 170	4.20	733,450
Castle Rock Road	S-7-589	Broad River Blvd	S-7-20	Grober Hill Road	S-7-23	1.80	309,519
Castle Hall Road	S-7-3	Hampton County Line		Old Sheldon Chruch Road	S-7-21	0.80	131,317
County Shed Road	S-7-73	Parris Island Gateway	US 21	Stanley Road	S-7-390	2.30	333,269
Salem Rd	S-7-457/S-7-234	Robert Smalls Parkway	SC 170	End State Maintenance		0.95	203,262
Ulmer Road	S-7_592	Benton Field Road	Local Road	Forman Hill Road	Local Road	0.50	75,922
Dillon Road	S-7-344	Wm Hilton Parkway	US 278 Business	Beach City Road	S-7-333	1.80	291,057
Pineckney Blvd & Connector	S-7-158	Parris Island Gateway	US 21	End of State Maintenance		0.22	53,565
B K Smalls Road	S-7-71	Trask Parkway	US 21	Ard Road	Local Road	1.80	251,327
Johnny Morrall Circle	S-7-151	Ribault Rd	SC 281	Morall Circle	S-7-153	0.25	96,833
Chown Creek Bluff	S-7-838	Sea Island Parkway	US 21	End of State Maintenance		1.30	139,496
Burton Hill Road	S-7-764	Robert Smalls Parkway	SC 170	Broad River Blvd	S-7-20	1.00	176,936
Shanklin Road	S-7-86	US 21 Project Limit		Laurel Bay Road	SC 116	2.10	368,456
Little Capers/Shorts Landing	S-7-254	Sams Point Rd	SC 802	Holly Hall Rd	S-7-112	2.17	359,507
Grober Hill Road	S-7-23	Parris Island Gateway	US 21	Savannah Hwy	SC 128	1.30	248,780
Bridge Street	S-7-13	Calhoun Street	S-7-13	Burnt Church Road	S-7-163	0.30	79,948
Shad Ave	S-7-427	Alljoy St	S-7-13	Forman Hill Road	Local Road	0.53	80,306
Craven St	S-7-62	Carteret St	US 21 Business	Church St	S-7-101	0.31	80,651
Marina Blvd	S-7-651	Trask Parkway	US 21	End of State Maintenance		0.25	49,497
Rodgers Street	S-7-171	Boundary Street	US 21 Business	Laudonniere Street	S-7-176	0.50	76,422
Newcastle St	S-7-100	Prince St	S-110	Bay St	S-7-6	0.18	58,653
Prince St	S-7-110	Ribaut Rd	US 21 Business	Charles St	S-7-133	0.62	72,589
Hamar St	S-7-67	Boundary St	US 21 Business	Bay St	S-7-6	0.40	64,768
Distant Island Drive	S-7-838	Chowan Creek Bluff	S-7-837	Chowan Creek Bluff	S-7-837	0.41	78,373
					TOTAL	28.79	\$5,599,857

County Council Awarded Contract on April 25, 2016

BCTC Approved 2016 Resurfacing Priority Listing September 16, 2015