



## Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	177
ProjectSchedule Delivery Date	June 1, 2024
Technical Specs attached	Yes
Scope of Work attached	Yes

A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

Name: HONORE, ANITRA  
Title: ADMINISTRATIVE ANAYLST  
Ext: 8332

B. Name of Project, Service or Product:

Thomas Jefferson Drydock & Maintenance

C. Justification of Procurement:

As per 46 C.F.R. §176.600, “[a] vessel that is exposed to salt water not more than three months in any 12-month period since the last examination must undergo a drydock (“DD”) and an internal structural examination (“ISE”) at least once every five years. At present, the Thomas Jefferson (“TJ”) next drydock, and internal structure examination is due by May 31, 2024 (see attached). Inasmuch as to conduct these examinations the TJ will need to be removed from the water, RTA needs to contract a third-party facility, with drydock capabilities, as RTA lacks the facilities to perform such a removal.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director Grants / Federal Compliance	
Signature	
Date	

E. Information Technology:

IT Dept Head	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	4/4/2024 3:02 PM

F. Safety, Security and Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached:

Chief	Michael J. Smith
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<b>Signature</b>	<i>Michael J. Smith</i>
<b>Date</b>	April 01 2024

**G. Risk Management:**

Include Standard Insurance Provisions Only?

No

Include Additional Insurance Requirements Attached ?

<b>Risk Management Analyst</b>	Marc L Popkin
<b>Signature</b>	<i>Marc L Popkin</i>
<b>Date</b>	April 02 2024

**H. Funding Source:**

Funds are specifically allocated in the Department’s current fiscal year budget or in a grant to cover this expenditure as follows:

Multiple Years allocation if required:

Year	Amount	Budget Code
Year-1		01-6100-00-1501-000-00
Year-2		
Year-3		
Year-4		
Year-5		
<b>Total all years</b>		

**Independent Cost Estimate (ICE):** \$2,224,464.00

**Projected Total Cost:** \$2,224,464.00

**Funding Type:** State

**Grants or Capital Project ID:**

Federal Funding	State	Local	Other
	\$2,224,464.00		
Projected Fed Cost	State	Local	Other
	\$2,224,464.00		

FTA Grant IDs	Budget Codes
	01-6100-00-1501-000-00



<b>Budget Analyst</b>	Divya Prem
<b>Signature</b>	<i>Divya Prem</i>
<b>Date</b>	April 01 2024

**I. DBE/SBEGoal:**

<b>% DBE</b>	0
<b>% Small Business</b>	0

<b>Director Small Business</b>	Adonis Charles Expose
<b>Signature</b>	<i>Adonis Charles Expose</i>
<b>Date</b>	April 03 2024

<b>DBE/EECompliance Manager</b>	Adonis Charles Expose'
<b>Signature</b>	<i>Adonis Charles Expose'</i>
<b>Date</b>	April 04 2024

**J. Authorizations:** I have reviewed and approved the final solicitation document.

<b>Department Head</b>	Roberto Lopez
<b>Signature</b>	<i>Roberto Lopez</i>
<b>Date</b>	April 01 2024

<b>Chief</b>	Christopher Clark
<b>Signature</b>	<i>Christopher Clark</i>
<b>Date</b>	April 01 2024

<b>Director of Procurement</b>	Ronald Gerard Baptiste
<b>Signature</b>	<i>Ronald Gerard Baptiste</i>
<b>Date</b>	April 05 2024

**FOR PROCUREMENT USE ONLY**

**Type of Procurement Request:**

**IFB - Invitation for BiD**

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**State Contract (SC)** this procurement is via a State competitive procurement

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price



proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

<b>Required if Total Cost above \$15K</b>	
<b>Chief Financial Officer</b>	<b>Gizelle Johnson-Banks</b>
<b>Signature</b>	<i>Gizelle Johnson-Banks</i>
<b>Date</b>	<b>April 05 2024</b>

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<b>Required if Total Cost above \$50K</b>	
<b>Chief Executive Officer</b>	<b>Lona Edwards Hankins</b>
<b>Signature</b>	<i>Lona Edwards Hankins</i>
<b>Date</b>	<b>April 09 2024</b>