



Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	June 30, 2025
Change Order ID	374

A. Department Representative to participate in procurement process.

Name: **RABALAIS, RAFE**
Title: **DIRECTOR OF CAPITAL PLANNING**
Ext: **8361**

B. Contract Information:

Contract Number	Dated 7-14-21 RFQ 2020-035
PO Number	forthcoming - standalone task
Contract Title	Contract to Provide On Call Architecture & Engineering Services

Contract-History:

Original Award Value	1
Previously Executed Change Order Value	104549.04
Adjusted Contract Value	104550.04
Current Change Order Value	1300000
Revised Contract Value	1404550.04

C. Justification of Change Order

A Request for Technical proposals to the RTA's on-call A&E pool was issued on April 10, 2025 for A&E services related to the All Stations Accessibility Program (ASAP) for the St. Charles Avenue Streetcar. This was RTP # 2025-03. There were three responses to the RTP, which were scored on 5-12-2025. The scoring panel determined that Manning's proposal was the high scoring proposal. Subsequent to the scoring determination, the RTA and Manning have jointly reviewed the project scope, schedule, and budget and have arrived at a project budget of \$1,269,294. This is consistent with the project/grant budget and is within the ICE for the proposed services. This item should be going before the RTA Board for approval on July 29,2025.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	Yes
Are there any amendments pending?	false



If yes see explanation (attachments are in the SharePoint folder for this request)

Director of Grants/ Federal Compliance: **Alisa P Maniger**

Signature: *Alisa P Maniger*

Date: **July 15 2025**

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

Additional Safety Requirements Attached: **false**

Chief: **Michael J Smith**

Signature: *Michael J Smith*

Date: **July 16 2025**

Risk Management:

Include Standard Insurance Provisions Only?	Yes
Include Additional Insurance Requirements Attached ?	false

Risk Management Analyst: **Marc L Popkin**

Signature: *Marc L Popkin*

Date: **July 16 2025**

G. Funding Source:

Independent Cost Estimate (ICE): **\$1,350,000.00**

Projected Total Cost: **\$1,300,000.00**

Funding Type: **Federal, Local**

Federal Funding	State	Local	Other
\$1,040,000.00		\$260,000.00	
Projected Fed Cost	State	Local	Other
\$1,040,000.00		\$260,000.00	

FTA Grant IDs	Budget Codes
1519-2025-1 - 11.91.09	01-0000-00-1501-000-00-000000-000000

Capital Project Approval if required signature ID#: **2023-FL-04**

Dir Capital Projects: **Rafe Rabalais**

Signature: *Rafe Rabalais*

Date: **July 14 2025**



Budget Analyst: **Erin Ghalayini**

Signature: *Erin Ghalayini*

Date: **July 15 2025**

H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	100

Director of Small Business Development: **Adonis C Expose**

Signature: *Adonis C Expose*

Date: **July 17 2025**

DBE/EEO Compliance Manager **Adonis C Expose**

Signature: *Adonis C Expose*

Date: **July 17 2025**

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

Department Head: **Rafe Rabalais**

Signature: *Rafe Rabalais*

Date: **July 14 2025**

Chief: **Dwight Daniel Norton**

Signature: *Dwight Daniel Norton*

Date: **July 15 2025**

Director of Procurement: **Ronald Gerard Baptiste**

Signature: *Ronald Gerard Baptiste*

Date: **July 18 2025**

Required if Total Cost above \$15K

Chief Financial Officer: **GIZELLE JOHNSON BANKS**

Signature: *GIZELLE JOHNSON BANKS*

Date: **July 22 2025**

Required if Total Cost above \$50K

Chief Executive Officer: **Lona Edwards Hankins**

Signature: *Lona Edwards Hankins*

Date: **7/22/2025 5:08 PM**