



2817 Canal Street  
New Orleans, LA 70119

**New Orleans Regional Transit Authority**  
**Special Board of Commissioners**  
**Meeting Agenda - Final**

---

**Thursday, April 9, 2026**

**9:00 AM**

**RTA Board Room**

---

The New Orleans Regional Transit Authority (RTA) Board of Commissioners will hold an in-person public meeting on Thursday, April 9, 2026, at 9:00 am. The meeting will begin at the scheduled time but may be delayed until a quorum is present and will be live streamed on the RTA website; masks are optional.

Written public comments on agenda items may be submitted by 1) completing a speaker card on the day of the meeting; 2) email to [rtaboard@rtafoward.org](mailto:rtaboard@rtafoward.org) prior to the meeting; 3) U.S. mail to RTA, Office of Board Affairs, 2817 Canal Street, New Orleans, LA 70119. This meeting is accessible to persons with disabilities, and accommodation requests must be made at least 72 hours in advance by contacting the Office of Board Affairs at 504-827-8341 or [rtaboard@rtafoward.org](mailto:rtaboard@rtafoward.org).

- 1. Call to Order**
- 2. Swearing in of Commissioners**
- 3. Roll Call**
- 4. Election of Officers**
- 5. Committee Assignments**
- 6. Remarks from Newly Elected Chair**
- 7. Public Comments (Agenda Items Only in accordance with La. R.S. 42:14 (D))**
- 8. Ratification of Prior Actions**

FY2026 Trapeze Support Maintenance Contract

[26-035](#)

Space and Rooftop Lease at Place St. Charles (201 St. Charles Place, LLC)

[26-037](#)

**9. New Business (Requires Unanimous Vote to Consider)**

**10. General Public Comment (Non-Agenda Items)**

**11. Executive Session (Motion and 2/3 vote required; limited to matters permitted under La. R.S. 42:17)**

**12. Adjournment**

[04.09.26 Special Meeting PowerPoint]

[26-042](#)



## Board Report and Staff Summary

**File #:** 26-035

**Special Board of Commissioners**

FY2026 Trapeze Support Maintenance Contract

DESCRIPTION: Support Maintenance Contract for Trapeze Software	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

### RECOMMENDATION:

To ratify the Chief Executive Officer’s decision to renew a one-year support maintenance contract for Trapeze software. The request is not to exceed the amount of \$221,454.00.

### ISSUE/BACKGROUND:

RTA use Trapeze Software Group Inc. (“Trapeze”) software to support both fixed-route (bus and streetcar) operations and paratransit operations. For fixed-route, it is used to develop and plan route schedules, route vehicles, and schedule operator work assignments for operations, called “FX”. For Paratransit operations, Trapeze tracks client information, schedules, reservations, manage active trips, and develop vehicle manifests, called “PASS”.

Trapeze software is traditional or on-premises meaning it was purchased and is hosted on RTA servers, originally by Transit Management Authority of Southeast Louisiana (TMSEL). The RTA continues to utilize the software with the purchase of annual license use and maintenance agreements that include software upgrades and technical support services for the installed software.

The two modes, fixed-route and paratransit, are covered under separate maintenance agreements. Recent activities include Board Resolutions #21-098, #23-023 and #24-012. In 2024 the agreements went co-terminus to reduce invoicing and agreement renewals. On April 22, 2025, the RTA Board approved Resolution 25-024 for the 12-month maintenance contract to Trapeze for fiscal year 2025-2026 for a total cost for both fixed-route and paratransit (PASS and FX) of \$243,821.20 through March 31, 2026.

In 2025 Trapeze conducted an audit of paratransit services at RTA during which Trapeze found scheduled bookings for paratransit (Trapeze PASS system) count was greater than that found in the 2024-2025 Trapeze license and maintenance agreement of 800 max daily bookings. The licensing and counts for the 2026 renewal reflect the audited, higher costs associated with up to 1009 daily bookings.

On fixed-route side, staff reduced the peak vehicle count from 125 to 116 based on updated projections of new vehicles arriving for the bus fleet which will reduce costs for 2026-2027.

### DISCUSSION:

RTA requests ratification for the 12-month renewal of Trapeze license and maintenance agreements for 2026-2027 for both fixed-route and paratransit services. The costs for fixed-route (FX) is \$108,887.00 and paratransit (PASS) is \$112,567.00 for a total cost of \$221,454.00. RTA expects to continue procurement of the maintenance agreement as a sole source as a legacy software for the 2026 renewal. The subscription term is scheduled from 4/1/2026 to 3/31/2027.

Since 2024 RTA has been working on a replacement plan for Paratransit software services. The recommended solution was approved on January 27, 2026, with the Board Resolution 26-006 authorizing award of contract to Carahsoft Technology Corporation for the purchase of Spare Labs Software. Due to the complexity of the systems and processes involved, RTA leadership reviewed the projected implementation timeline to determine the best approach would be to extend Trapeze support into the year to be able to continue support services whilst careful planning and implementation of the new system is established. Trapeze does not offer agreement of less than 12 months. Thus, staff requests the continuation of Trapeze PASS for paratransit in 2026.

FINANCIAL IMPACT:

The subscriptions will be funded from approved 2026 Operating Budget for the IT Department from the following sources:

Paratransit	\$112,567.00 -	01-2900-02-7140-021-05-00-00000-00000
Fixed Route	\$108,887.00 -	01-2900-02-7140-021-13-00-00000-00000

The total cost is not to exceed \$221,454.00

NEXT STEPS:

RTA will finalize the necessary daily maximum bookings to ensure only service needed are purchased.

With Board approval, staff will assign a purchase order to renew the license and maintenance contract with Trapeze Software

ATTACHMENTS:

1. Resolution
2. Procurement summary / Routing sheet
3. Trapeze 2026 Quote Paratransit
4. Trapeze 2026 Quote Fixed Route
5. 25-024 FY 2025 Trapeze Software Support
6. 26-006 Spare Labs Carahsoft Approved 1.27.2026
7. Trapeze Contract License Amendment No. 5

Prepared By: Doris O'Sullivan

Title: Senior Project Manager of Information Technology

Reviewed By: Dwight Norton  
Title: Chief Planning & Capital Projects Officer

Reviewed By: Gizelle Johnson-Banks  
Title: Chief Financial Officer



3/13/2026

Lona Hankins  
Chief Executive Officer

Date



RESOLUTION NO. \_\_\_\_\_

FILE ID NO. 26-035

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO RATIFY A ONE-YEAR SUPPORT SOFTWARE MAINTENANCE  
CONTRACT WITH TRAPEZE GROUP, INC.**

Introduced by Commissioner \_\_\_\_\_,  
seconded by Commissioner \_\_\_\_\_.

**WHEREAS**, the Trapeze software is used to develop and plan schedules, route vehicles, and schedule operator work time for fixed-route operations. It is also used to track client information, schedules and reservations, develop vehicle manifests, and manage active trips for paratransit operations; and

**WHEREAS**, originally contracted between Trapeze Software and Transit Management Authority of Southeast Louisiana (TMSEL), the RTA continues to utilize the software and maintenance support services available for the hardware and software installed in fixed-route and paratransit vehicles; and

**WHEREAS**, The two modes, fixed-route and paratransit, are covered under separate maintenance agreements. Recent activities include Board Resolutions #21-098, #23-023 and #24-012. In 2024 the agreements went co-terminus to reduce invoicing and agreement renewals. On April 22, 2025, the RTA Board approved Resolution 25-024 for the 12-month maintenance contract to Trapeze for fiscal year 2025-2026 for a total cost for both fixed-route and paratransit (PASS and FX) of \$243,821.20 through March 31, 2026.; and



RESOLUTION NO. \_\_\_\_\_

PAGE 2

**WHEREAS**, In 2025 Trapeze conducted an audit of paratransit services at RTA during which Trapeze found scheduled bookings for paratransit (Trapeze PASS system) count was greater than that found in the 2024-2025 Trapeze license and maintenance agreement of 800 max daily bookings. The licensing and counts for the 2026 renewal reflect the audited, higher costs associated with up to 1009 daily bookings. On fixed-route side, staff reduced the peak vehicle count from 125 to 116 based on updated projections of new vehicles arriving for the bus fleet which will reduce costs for 2026-2027.; and

**WHEREAS**, originally procured via Sole Source, RTA expects to continue procurement as a Sole Source. the subscription will be funded for the following funding sources in the annual operating budget:

Paratransit: \$112,567.00 from account code 01-2900-02-7140-021-05-00-00000-00000

Fixed Route: \$108,887.00 from account code 01-2900-02-7140-021-13-00-00000-00000

The total amount for 2026 maintenance contract is not-to-exceed \$221,454.00; and

**WHEREAS**, Since 2024 RTA has been working on a replacement plan for Paratransit software services. The recommended solution was approved on January 27, 2026, with the Board Resolution 26-006 authorizing award of contract to Carahsoft Technology Corporation for the purchase of Spare Labs Software. Due to the complexity of the systems and processes involved, RTA leadership reviewed the projected implementation timeline to determine the best approach would be to extend Trapeze support into the year to be able to continue support services whilst careful planning and implementation of the new system is established. Trapeze does not offer agreement of less than 12 months. Thus, staff requests the continuation of Trapeze PASS for paratransit in 2026.; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or the designee, is authorized to ratify a 12-month maintenance contract to Trapeze Software Group Inc.



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. \_\_\_\_\_  
PAGE 3

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE  
ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

AND THE RESOLUTION WAS ADOPTED ON THE 24<sup>TH</sup> OF MARCH 2026.

---

CHAIRMAN  
BOARD OF COMMISSIONERS



**Regional Transit Authority  
SOLE SOURCE JUSTIFICATION FORM  
FOR TRANSACTION OVER \$25,000**

**FOR PROCUREMENT USE ONLY:**

**FTA C 4220.1F states: Sole Source Justification - If the recipient decides to solicit an offer from only one source, the recipient must justify its decision adequately considering the standards of subparagraph 3.i(1)(b) of this Chapter. This procurement can be defined as any contract entered without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. FTA expects this sole source justification to be in writing.**

1. The materials/services listed on Requisition number # is available from only one source and competition is precluded for reasons indicated below. There are no substitutes available.

2. This acquisition is restricted to the following source:

<b>MANUFACTURER</b>	
Manufacturer Name	<a href="#">Trapeze</a>
Manufacturer Address	<a href="#">5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402</a>
Manufacturer's Dealer/Representative	<a href="#">Ravi Gidda</a>
Dealer/Representative address and Phone	<a href="#">6472925847; ravi.gidda@trapezegroup.com</a>

3. Description of the materials/service required, the estimated cost, and required delivery date.

<b>DESCRIPTION</b>	
Materials/Services/Product	<a href="#">Trapeze</a>
Estimated Cost	<a href="#">\$221,454.00</a>
Required Delivery Date	<a href="#">February 6, 2026</a>

4. Specific characteristics of the materials/service that limit the availability to a sole source are unique features and functionality of the system

[Trapeze - Annual License and Maintenance Renewal. Continuation of annual software support to fixed and mobility services vehicles.](#)

5. Reason for sole-source

[Material/Service must be compatible](#)

**(a) Sole Source. When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award. When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.**



Unique Capability or Availability  
Unique or Innovative Concept

**CERTIFICATION**

I certify that statements checked, and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.

REQUESTOR	
Request ID #	320
Name	O'SULLIVAN, DORIS
Title	PROJECT MANAGER III
RTA Extention	8380

O'SULLIVAN, DORIS

January 27, 2026

**Requestor**

**Date**

---

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

**Department Head: Sterlin J Stevens**

Sterlin J Stevens

February 02 2026

**Signature**

**Date**

---

**B. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

**Director of Grants/ Federal Compliance :**

**Signature**

**Date**

---

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

Additional Safety Requirements Attached

**Chief: Michael J Smith**

Michael J Smith

February 11 2026



Signature

Date

**Risk Management:**

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

**Risk Management Analyst: Marc L Popkin**

Marc L Popkin

Signature

February 12 2026

Date

**D. 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
Year-1	
Year-2	
Year-3	
Year-4	
Year-5	
<b>Total all years</b>	

**Estimated Amount: \$221,454.00**

**Total Estimated Cost: \$221,454.00**

**Funding Type: Local**

**Capital/Grant Project ID:**

Federal Funding	State	Local	Other
		\$221,454.00	
Projected Fed Cost	State	Local	Other
		\$221,454.00	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-021-05-00-00000-00000
	01-2900-02-7140-021-13-00-00000-00000




**Budget Analyst: Erin Ghalayini**

*Erin Ghalayini*

Signature

February 02 2026

Date

**E. DBE/SBE GOAL:**

0	% DBE
0	% Small Business

**Director of Small Business Development:**

**Adonis Charles Expose**

*Adonis Charles Expose*

Signature

February 12 2026

Date

**DBE/EEO Compliance Manager::**

**Adonis Charles Expose**

*Adonis Charles Expose*

Signature

February 12 2026

Date

**F. Information Technology Vetting:**

**IT Director: Sterlin J Stevens**

*Sterlin J Stevens*

Signature

February 12, 2026

Date

**G. Authorizations:** I have reviewed and approved this sole source justification request.

**Chief: Dwight Daniel Norton**

*Dwight Daniel Norton*

Signature

February 11 2026

Date

**Director of Procurement: Ronald Gerard Baptiste**

*Ronald Gerard Baptiste*

Signature

February 12 2026

Date

**Chief Financial Officer:: Required if Total Cost above \$15K**

**Gizelle Johnson-Banks**

*Gizelle Johnson-Banks*

Signature

February 18 2026

Date



**Chief Executive Officer:** Required if Total Cost above \$50K

---

**Lona Edwards Hankins**

*Lona Edwards Hankins*

**Signature**

**February 19 2026**

**Date**

---



**Quote**            **PRO-26-105-136**  
**Date**             **January 27, 2026**  
**Customer ID**  
**Contract No.**  
**Due date**        **Upon Receipt**  
**Contract type**  
**Project No**

**Software Support Quote**

New Orleans RTA  
 Attn: Sterlin Stevens (sstevens@rtaforward.org)  
 2817 Canal Street  
 New Orleans, LA  
 70019  
 US

Purchase Order No :	Request for PO
<b><u>Coverage period 4/1/2026 - 3/31/2027</u></b>	
PASS MON	\$19,509.00
INFO IVR Server - PASS	\$37,188.00
PASS CERT	\$9,143.00
PASS	\$46,727.00
Up to 1009 booked trips, 37 paratransit vehicles and 7500 registered clients	
Subtotal	\$112,567.00
State Tax	
Total Payable in USD	\$112,567.00

**Please make payment to following:**

**Lockbox**  
 Trapeze Software Group  
 P.O.Box 202528  
 Dallas, TX 75320-2528  
 USA

**For billing inquiries contact:**  
[trapezebilling@trapezegroup.com](mailto:trapezebilling@trapezegroup.com)  
 Toll Free: 1-800-265-3617 Ext. #5  
 Local: 905-629-8727

Interest may be charged on  
 overdue amounts not paid by the  
 specified due date.



## Software Support Quote

New Orleans RTA  
[Attn: Norman Jee \(njee@rtaforward.org\)](mailto:njee@rtaforward.org)  
 2817 Canal Street  
 New Orleans, LA 70119  
 US

**Invoice**  
**Date** 12/22/2025  
**Customer ID**  
**Contract No.**  
**Due date**  
**Contract type**  
**Project No**

Purchase Order No : Request for PO#		
<b>Trapeze FX/Blockbuster</b> Up to 116 Peak Vehicles Coverage Period 4/1/2026- 3/31/2027	\$79,598.00	
<b>Trapeze Google Export (GTFS)</b> Up to 116 Peak Vehicles Coverage Period 4/1/2026- 3/31/2027	\$7,511.00	
<b>Trapeze TSDE</b> Up to 116 Peak Vehicles Coverage Period 4/1/2026 - 3/31/2027	\$21,778.00	
Subtotal	\$ 108,877.00	
State Tax	\$0.00	
Total payable in USD		\$ 108,887.00

**Please make payment to following:**

**Lockbox**  
 Trapeze Software Group  
 P.O. Box 202528  
 Dalas, TX 75320-2528  
 USA

**For billing inquiries contact:**  
[trapezebilling@trapezegroup.com](mailto:trapezebilling@trapezegroup.com)  
 Toll Free: 1-800-265-3617 Ext. #5  
 Local: 905-629-8727

Interest may be charged on  
 overdue amounts not paid by the  
 specified due date.



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. 25-024

FILE ID NO. 25-040

STATE OF LOUISIANA

PARISH OF ORLEANS

---

**AUTHORIZATION TO AWARD MAINTENANCE CONTRACT TO  
TRAPEZE SOFTWARE GROUP INC FOR FY 2025**

---

Introduced by Commissioner Colin, seconded by Commissioner  
Daniels.

**WHEREAS**, the Trapeze software is used to develop and plan schedules, route vehicles, and schedule operator work time for fixed-route operations. It is also used to track client information, schedules and reservations, develop vehicle manifests, and manage active trips for paratransit operations; and

**WHEREAS**, originally contracted between Trapeze Software and Transit Management Authority of Southeast Louisiana (TMSEL), the RTA continues to utilize the software and maintenance support services available for the hardware and software installed in fixed-route and paratransit vehicles; and

**WHEREAS**, the most recent historic support activities are Board Approvals for Resolution #21-098 Trapeze Support Software Maintenance covering annual fees for 2021 and 2022 at a total cost of \$310,000.00; Resolution #23-023 Trapeze Maintenance Contract for 2023 annual fees for a total cost of \$162,446.00, and Resolution #24-012 Trapeze Maintenance Contract for 2024 annual fees for a total cost of \$158,051.00. In 2024 the agreements went co-terminus to reduce invoicing and agreement renewals; and



**RESOLUTION NO. 25-024**

**PAGE 2**

**WHEREAS**, The total 2024 costs were increased to \$220,582 through two change orders of combined value of \$52,531a as a result of an audit by Trapeze in 2024 found RTA was utilizing more peak vehicles and Trapeze had accidentally omitted fees from the original quote and authorized funds; and

**WHEREAS**, the software subscriptions coverage period extends the current maintenance fiscal year plan into 2026 scheduled from 4/1/2025 to 3/31/2026. Software paid annually with a 2025 projected cost of \$191,290.20. Originally procured via Sole Source, RTA expects to continue procurement as a Sole Source. It is expected to continue as a Sole Source procurement for the 2026 renewal; and

**WHEREAS**, the subscriptions will be funded from the following funding sources in the annual operating budget:

Paratransit: \$87,588.00 from account code 01-2900-02-7140-021-05-00-00000-00000

Fixed Route: \$103,702.20 from account code 01-2900-02-7140-021-13-00-00000-00000

The total amount for 2025 maintenance contract is **not-to-exceed ONE-HUNDRED NINETY-ONE THOUSAND TWO HUNDRED AND NINETY DOLLARS AND TWENTY CENTS (\$191,290.20)**; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or their designee, is authorized to execute a 12-month contract with Trapeze Software Group Inc.



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. 25-024

PAGE 3

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>6</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>1</u>

AND THE RESOLUTION WAS ADOPTED ON THE 22<sup>TH</sup> OF APRIL 2025.

A handwritten signature in black ink, appearing to read "Fred A. Neal, Jr.", is written above a horizontal line.

---

FRED A. NEAL, JR.  
CHAIRMAN  
RTA BOARD OF COMMISSIONERS



RESOLUTION NO. 26-006

FILE ID NO. 25-165

STATE OF LOUISIANA

PARISH OF ORLEANS

---

**AUTHORIZATION TO AWARD A CONTRACT TO  
CARAHSOFT TECHNOLOGY CORPORATION  
FOR THE PURCHASE OF SPARE LABS SOFTWARE**

---

Introduced by Commissioner Danies and Seconded by Commissioner Sams.

**WHEREAS**, RTA seeks the ability to use industry-leading software to deliver excellent paratransit and demand-response services and customer service; and

**WHEREAS**, RTAs current demand-response software and systems are significantly outdated, difficult to train, not integrate with each other, and labor-intensive which has resulted in persistent, systemic challenges that have hindered operational efficiency and customer satisfaction; and

**WHEREAS**, modern Demand Response Transit Software (DRTS) solutions provide integrated eligibility management, reservation, scheduling and dispatching functions for ADA paratransit and an option for the capability to expand to non-ADA “micro transit” (general public on-demand point-to-hub) services with additional insight and support information for staff and stakeholders as needed to improve service; and

**WHEREAS**, staff evaluated industry-leading solution providers and found Spare Labs DRTS cloud-based solution met all of RTA’s requirements and is the strongest overall fit for NORTA’s current operational needs, capacity, and implementation timeline; and



**Resolution No. 26-006**

**Page 2**

**WHEREAS**, Spare Labs is partner vendor in a cloud services software portfolio contract provided by Carahsoft Technology Corporation; and

**WHEREAS**, the procurement is through Louisiana State Contract 4400010663 with Carahsoft Technology Corporation for cloud solutions in accordance with NASPO ValuePoint Cooperative Purchasing Program Cloud Solutions 2016-2026 Contracts administered by the State of Utah, Master Agreement No. AR2472. Costs are billed annually over five (5) years as follows:

2026-2027	\$282,818.74 (Implementation + year 1 subscription)
2027-2028	\$260,827.54 (year 2 subscription)
2028-2029	<u>\$260,827.54</u> (year 3 subscription)
	\$804,473.82
2029-2030	\$260,827.54 (year 4 subscription)
2030-2031	<u>\$260,827.54</u> (year 5 subscription)
Total:	\$1,326,128.90

The contract will be managed by the Information Technology department; and

**WHEREAS**, funding is currently available through a combination of Grant funds and operating budget. Year one (1) will be funded by 80:20 split between Grant LA2024-009 and account code 01-0000-00-1402-000-00-00000-00000-00000. The remaining years' funding is available through operating budget, account code 01-2900-02-7140-021-05-00-00000-00000, over three (3) years with optional additional two (2) years for a total cost not-to-exceed \$1,326,128.90.; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, is authorized to award a contract to Carahsoft Technology Corporation for Spare cloud based DRTS solution in an amount not to exceed **\$1,326,128.90**.



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

**RESOLUTION NO. 26-006**

Page 3

**THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:**

<b>YEAS:</b>	<b>5</b>
<b>NAYS:</b>	<b>1</b>
<b>ABSTAIN:</b>	<b>0</b>
<b>ABSENT:</b>	<b>1</b>

**AND THE RESOLUTION WAS ADOPTED ON THE 27<sup>TH</sup> OF JANUARY 2026.**

A handwritten signature in black ink, appearing to read "Fred A. Neal, Jr.", is written above a horizontal line.

---

**FRED A. NEAL, JR.  
CHAIRMAN  
BOARD OF COMMISSIONERS**

**CONTRACT LICENSE AMENDMENT No. 1 to Contract 4007**  
**and**  
**CONTRACT LICENSE AMENDMENT No. 5 to Blockbuster SLMA**

THIS AMENDMENT is made effective this 6th day of June 2025 between:

1. **Trapeze Software Group, Inc.** with its place of business at 8360 East Via de Ventura, Suite L-200, Scottsdale, Arizona, U.S.A. 85258, (“Trapeze”); and
2. **Regional Transit Authority** with its place of business at 6700 Plaza Drive, New Orleans, Louisiana, U.S.A. 98203 (“Licensee”).

WHEREAS Trapeze and Licensee entered into Software License Agreement No. 4007 (“SLA”) dated June 26, 1996.

AND WHEREAS Trapeze and Licensee entered into a Software License and Maintenance Agreement dated August 8, 2013 (the “Blockbuster SLMA”).

AND WHEREAS on December 20, 2024, Trapeze provided a quote for additional licenses and related maintenance (Attachment 1-Letter of Operational Characteristics License Increase-MPS), detailing the additional software licenses and related maintenance required to bring the licenses up to current operational characteristic as well as additional peak vehicles to accommodate Licensee’s fleet growth.

AND WHEREAS the parties agree that only the FX and Blockbuster related portions of Attachment I shall apply to this Amendment No. 1, and that the other listed software (GTFS) shall appropriately amend the independent contract related to that software and shall have no effect on this Amendment.

AND WHEREAS the parties intend to amend the SLA and the Blockbuster SLMA to:

- I. increase the number of Trapeze FX Peak Vehicle licenses (FX) under the SLA from 85 to 116 (an increase of 31)
- II. increase the number of Trapeze Blockbuster Peak Vehicle licenses (Blockbuster) from 90 to 116 (an increase of 26)

NOW THEREFORE Trapeze and Licensee agree as follows:

1. **Amendment to SLA and SMA**
  - (a) The Licensee shall be licensed for 116 peak vehicles as a result of this FX license uplift.
  - (b) The Licensee shall be licensed for 116 peak vehicles as a result of this Blockbuster license uplift
  - (c) Licensee shall pay Trapeze a one-time fee of \$24,412 USD for the additional combined 57 licenses hereunder.
  - (d) As a result of the FX and BlockBuster increase hereunder, Licensee shall pay Trapeze \$21,781 USD for additional related maintenance for the term of April 1, 2024 thru March 31, 2025. Fees for subsequent maintenance years for the FX/BlockBuster increase will be based on operational characteristics of Licensee at time of renewal and subject to Trapeze’s then-current pricing.
  - (e) This Amendment shall be effective as of the last date of execution by the parties.
  - (f) For purposes of this Amendment, electronic or scanned signatures shall constitute a valid and binding commitment upon the parties.

(g) All remaining terms, conditions, and covenants of the SLA and the Blockbuster SLMA remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Contract License Amendment to be signed by their duly authorized representatives as of the date above.

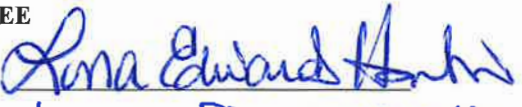
**TRAPEZE:**

By: 

Name: Brian Canivet

Title: Group Manager

**LICENSEE**

By: 

Name: LONA EDWARDS HANKINS

Title: 6/6/2025

ATTACHMENT I  
(Letter of Operational Characteristics License Increase-MPS)  
(FOLLOWS THIS PAGE)



**New Orleans Regional Transit Authority (“NORTA”)  
Letter of Operational Characteristics License  
Increase - MPS**

February 18, 2025

Trapeze Software Group, Inc.  
5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402

Ravi Gidda, Account Manager, MPS  
Tel: (647) 292-5847  
Email: [ravi.gidda@trapezegrup.com](mailto:ravi.gidda@trapezegrup.com)



## Cover Letter

February 18, 2025

**Attention: Doris O'Sullivan**, Senior Project Manager of Information Technology  
Phone: (512) 389-7446  
Email: [dosullivan@rtaforward.org](mailto:dosullivan@rtaforward.org)

### Letter of Operational Characteristics License Increase - MPS

Dear Doris,

Trapeze Software Group, Inc. ("Trapeze") is pleased to provide New Orleans Regional Transit Authority ("NORTA") with this letter which outlines the details and costs for the license increase to your Trapeze Mobility Planning & Scheduling (MPS) suite of products.

During a recent audit of NORTA's operational characteristics for MPS software products, Trapeze and NORTA recognize the actual peak vehicles operating today are higher than the licenses provided in the relevant Software License and Maintenance Agreements (SLA/SLMA as applicable):

- FX – SLA dated June 26, 1996
- BlockBuster – SLMA dated August 8, 2013
- Google Export – SLA dated July 15, 2004 as amended on July 7, 2011

As agreed, a license uplift via contract amendment to each of the above contracts will be entered into to bring the licenses up to NORTA'S current operational characteristics and additional peak vehicles have been included to accommodate the NORTA'S growth of fleet. Due to the correlation between License and Maintenance, annual maintenance costs will also be affected.

Attachment 1 includes the Pricing Summary which pricing is valid for 30 days.

We look forward to receiving the contract amendment within the next 30 days. If you have any questions or require additional information, please do not hesitate to contact me.

Yours very truly,

A handwritten signature in black ink that reads "Ravi".

**Ravi Gidda**, Account Manager  
(t) +1 647-292-5847 (e) [ravi.gidda@trapezegrup.com](mailto:ravi.gidda@trapezegrup.com)

Portions of this document are proprietary and confidential to Trapeze and shall not be further disclosed, disseminated, copied, or duplicated unless expressly approved in writing by Trapeze.

# Attachment 1

## Pricing Summary

Below we have identified the one-time costs associated with the operational characteristics license uplift to 116 peak vehicles count ("PV C") required today.

### Pricing Summary

Description	Operational Characteristics: Licensed Today	Number of Licenses to be Added	Operational Characteristics: New Total Post Amendments <sup>1</sup>	Cost for Additional Licenses (USD)
FX	85 PVC	31	116 PVC	\$24,412 <sup>2</sup>
BlockBuster	90 PVC	26	116 PVC	
GTFS (Google Export)	87 PVC	29	116 PVC	\$4,069
<b>TOTAL COST (USD)</b>				<b>\$28,481</b>

#### \*Annual Maintenance Cost Increase based on license Increase (USD)

Description	Operational Characteristics: New Total Post Amendments	Increase in annual Maintenance Cost <sup>3</sup>
FX	116 PVC	\$21,781
BlockBuster	116 PVC	
GTFS (Google Export)	116 PVC	\$2,269
<b>TOTAL COST (USD)</b>		<b>\$24,050</b>

TOTAL LICENSE AND MAINTENANCE DUE UPON EXECUTION	
<b>TOTAL COST (USD)</b>	<b>\$52,531</b>

### Assumptions:

1. The pricing contained in this pricing summary will be effective upon amendment execution.
2. The License costs listed is a one-time cost.
3. Pricing does not include any applicable taxes.
4. Software listed above are to be amended. All other MPS software licenses not listed above, are not affected.
5. TSDE licenses will not be affected as TSDE is currently licensed for up to 150 peak vehicles.
6. Pricing is valid for 30 days.
7. <sup>1</sup>This reflects total licenses in use upon execution of amendments
8. <sup>2</sup>Please note: FX and BlockBuster licenses are now incurred as one cost, as a combined solution.

9. <sup>3</sup>The annual maintenance fee: Fees for additional maintenance services for following years shall be subject to change in accordance with Trapeze's then-standard current pricing.

“  
*Here for the journey is more than our tagline – It’s our commitment to you. Our value is in our ability to address your needs and please your riders. We always strive to do both.*

Thank you for taking the time to review this proposal. Please reach out to us with any questions or comments. Your feedback is always appreciated.



Board Report and Staff Summary

File #: 26-037

Special Board of Commissioners

Space and Rooftop Lease at Place St. Charles (201 St. Charles Place, LLC)

DESCRIPTION: Sixth Amendment for Space and Rooftop Lease at 201 Place St. Charles	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

To ratify the Chief Executive Officer’s decision to renew the current lease with 201 St. Charles Place, LLC for the purpose of housing and operating RTA radio antennas and related communication equipment in the absence of a board quorum at a cost not to exceed \$390,534.84.

ISSUE/BACKGROUND:

RTA radio antenna(s) and related equipment operate from the rooftop of Place St. Charles. The “Fifth Amendment to Space and Rooftop Lease” with Place St. Charles expires on March 31, 2026, and RTA needs to enter into a “Sixth Amendment to Space and Rooftop Lease” at this time, extending the current lease through March 31, 2029.

DISCUSSION:

Given both location and equipment issues, it is recommended that RTA proceed with a sole source award herein. The sole source justification is as follows:

The RTA radio antenna(s) and associated communication equipment have been installed in a dedicated and enclosed space on the rooftop of Place St. Charles since 2003. The antenna(s) and equipment are permanently installed. Removal and relocation would be difficult and expensive, at a cost estimated to exceed \$100,000.00. The indoor space (“Radio Room”) is air-conditioned and ventilated to protect the equipment, with the A/C system replaced in October 2019 to ensure optimal functionality. Significantly, the Place St. Charles space/rooftop provides RTA with the most comprehensive radio coverage in the metropolitan New Orleans area. For these reasons, it is essential that RTA continue to operate from this location without incurring excessive costs or interruption of service. Note that the annual cost of the lease is competitively priced for like or similar space and determined by staff to be fair and reasonable.

FINANCIAL IMPACT:

A total amount of \$390,534.84 for the three-year lease term. Funding is available through the RTA Operating Account 01-4200-99-9751-012-00-00-00000-00000.

NEXT STEPS:

Proceed with lease renewal as indicated above.

ATTACHMENTS:

1. Resolution for Ratification of Lease Renewal
2. Sole Source Justification
3. Sixth Amendment to Space and Rooftop Lease

Prepared By: Marc Popkin  
Title: Risk Management Counsel

Reviewed By: Tracy Tyler  
Title: Chief Legal Officer

Reviewed By: Gizelle Johnson-Banks  
Title: Chief Financial Officer



Lona Edwards Hankins  
Chief Executive Officer

3/16/2026

Date



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

**RESOLUTION NO.**

**FILE ID NO. 26-037**

**STATE OF LOUISIANA**

**PARISH OF ORLEANS**

---

**RATIFICATION TO RENEW THE LEASE FOR SPACE ON THE ROOF AND 53<sup>rd</sup> FLOOR  
OF PLACE ST. CHARLES [201 ST. CHARLES AVENUE] FOR RTA RADIO ANTENNAS AND  
ASSOCIATED COMMUNICATION EQUIPMENT WITH THE COMPANY,  
201 ST. CHARLES PLACE, LLC OF NEW ORLEANS, LOUISIANA**

---

Introduced by Commissioner \_\_\_\_\_, seconded  
by Commissioner \_\_\_\_\_.

**WHEREAS**, the Board of Commissioners of the Regional Transit Authority (RTA) has considered the matter of renewing the lease for space on the roof and 53<sup>rd</sup> floor of Place St. Charles (201 St. Charles Avenue) for radio antennas and associated communication equipment with the company, 201 St. Charles, Place, LLC of New Orleans, Louisiana; and

**WHEREAS**, RTA staff has determined that the roof of Place St. Charles provides the most comprehensive radio signal coverage available in the metropolitan New Orleans area; and

**WHEREAS**, the cost to relocate the radio antennas and equipment would be in excess of One hundred thousand and 00/100 dollars (\$100,000), and this factor, along with the previously mentioned radio signal coverage, requires the issuance of a sole source lease; and

**WHEREAS**, the current three (3) year lease [“Fifth Amendment to Space and Rooftop

**RESOLUTION NO. \_\_\_\_\_**  
**PAGE TWO**

Lease”] expires on March 31, 2026, and a new lease [“Sixth Amendment to Space and Rooftop Lease”] is required to house and operate this essential radio equipment; and

**WHEREAS**, the lease shall be for a three (3) year period with one (1) three (3) year renewal option; and

**WHEREAS**, RTA staff also determined that 201 St. Charles Place, LLC is a responsible company, and all terms and conditions contained in the current lease are considered fair and reasonable and therefore proceeding with the renewal of the lease is in the best interest of the RTA; and

**WHEREAS**, funding for the lease is through the RTA operating account 01-4200-99-9751-012-00-00-00000-00000 and

**WHEREAS**, it is the opinion of the Board of Commissioners that the leased space at Place St. Charles is essential in providing an efficient and effective radio communication system that will assist staff in facilitating metropolitan New Orleans with optimal transit services.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Transit Authority that the Chairman of the Board, or his designee, is authorized to ratify a lease with 201 St. Charles Place, LLC for space on the roof and 53<sup>rd</sup> floor of Place St. Charles for radio antennas and associated communication equipment at the following monthly amount:

April 1, 2026 – March 31, 2027	\$10,634.09
April 1, 2027 – March 31, 2028	\$10,846.77
April 1, 2028 – March 31, 2029	\$11,063.71

for a total three (3) year cost of Three hundred ninety-thousand and five hundred thirty-four dollars and 84/100 cents (\$390,534.84), with the lease to contain one (1) three-year renewal option.

**RESOLUTION NO. \_\_\_\_\_**  
**PAGE THREE**

**THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE  
ADOPTION THEREOF AND RESULTED AS FOLLOWS:**

**YEAS:        \_\_\_\_\_**  
**NAYS:        \_\_\_\_\_**  
**ABSTAIN:    \_\_\_\_\_**  
**ABSENT:     \_\_\_\_\_**

**AND THE RESOLUTION WAS ADOPTED ON THE 27th DAY OF April 2026.**

**CHAIRMAN  
RTA BOARD OF COMMISSIONERS**

## SOLE SOURCE JUSTIFICATION

The RTA radio antenna(s) and associated communication equipment have been installed in a dedicated and enclosed space on the rooftop of Place St. Charles since 2003. The antenna(s) and equipment are permanently installed. Removal and relocation would be difficult and expensive, at a cost estimated to exceed \$100,000. The indoor space ("Radio Room") is air conditioned and ventilated to protect the equipment, with the A/C system replaced in October 2019 to ensure optimal functionality. Significantly, the Place St. Charles space/rooftop provides RTA with the most comprehensive radio coverage in the metropolitan New Orleans **area**. For these reasons, it is essential that RTA continue to operate from this location without incurring excessive cost or interruption of service. Note that the annual cost of the lease is competitively priced for like or similar space and determined by staff to be fair and reasonable.

## SIXTH AMENDMENT TO SPACE AND ROOFTOP LEASE

This Sixth Amendment to Space and Rooftop Lease (this "Amendment") is made and entered into on \_\_\_\_\_, 2026 (the "Execution Date") by and among 201 ST. CHARLES PLACE, LLC, successor in interest to LKBOC, LLC ("Landlord") and REGIONAL TRANSIT AUTHORITY ("Tenant").

### RECITALS

WHEREAS, LKBOC, LLC AND Tenant are parties to that certain Space and Rooftop Lease dated effective as of December 1, 2003, the ("Original Lease") pursuant to which Tenant has leased certain space on the roof and within the interior of the building located at 201 St. Charles Avenue, New Orleans, Louisiana (the "Building") for use in its business.

WHEREAS, Landlord is the successor in interest to LKBOC, LLC.

WHEREAS, Landlord and Tenant executed a First Amendment to Space and Rooftop Lease on April 30, 2009 to extend the term through and including March 1, 2013, ("First Amendment");

WHEREAS, Landlord and Tenant executed a Second Amendment to Space and Rooftop Lease on March 31, 2014 to extend the term through and including March 31, 2017, ("Second Amendment");

WHEREAS, Landlord and Tenant executed a Third Amendment to Space and Rooftop Lease on March 31, 2017 to extend the term through and including March 31, 2020, ("Third Amendment");

WHEREAS, Landlord and Tenant executed a Fourth Amendment to Space and Rooftop Lease on June 2, 2020 to extend the term through and including March 31, 2023, ("Fourth Amendment");

WHEREAS, Landlord and Tenant executed a Fifth Amendment to Space and Rooftop Lease on March 29, 2023 to extend the term through and including March 31, 2026 ("Fifth Amendment");

WHEREAS, the Original Lease as amended by the First Amendment, Second Amendment; Third Amendment, Fourth Amendment and Fifth Amendment is hereinafter referred to as the Lease and;

WHEREAS, Tenant has requested that certain provisions of the Lease be amended; and,

WHEREAS, Landlord has agreed to amend the Lease as requested by Tenant on the terms and conditions herein contained.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Landlord and Tenant, and in further consideration of the covenants and agreements herein set forth, Landlord and Tenant hereby agree as follows:

1. Commencing on the Effective Date listed below, the Lease is hereby amended as follows:

2. Option to Renew/Base Rent: Tenant has chosen to exercise the Option to Renew for an additional three (3) year term. The effective date of the Lease shall be April 1, 2026 (“Amendment Effective Date”) and the Renewal Rate shall be as follows:

April 1, 2026 – March 31, 2027	Base Rent - \$10,634.09
April 1, 2027 – March 31, 2028	Base Rent - \$10,846.77
April 1, 2028 – March 31, 2029	Base Rent - \$11,063.71

If any such monthly payment of Base Rent is paid to and received by Landlord on or before the 5<sup>th</sup> day of the calendar month in which such installment of Base Rent is due, Tenant shall be entitled to a timely rent credit equal to Eight Hundred and no/100ths Dollars (\$800.00) in the monthly Base Rent for such month for each month throughout the Term of the Lease.

3. Option to Renew. Tenant shall have the option to renew this Lease for one additional three (3) year term at the monthly rate below so long as there is no Event of Default (as such is defined in the Lease), or event which with the passage of time if uncured would constitute an Event of Default, in existence at the time the option to renew is exercised by Tenant and provided Tenant has renewed its Lease. Tenant shall give Landlord written notification of such renewal at least ninety (90) days prior to the expiration of the Lease.

Option Renewal Rate:

April 1, 2029 – March 31, 2030	\$11,340.30
April 1, 2030 – March 31, 2031	\$11,623.81
April 1, 2031 – March 31, 2032	\$11,914.41

4. Notices: Section 23 of the Original Lease shall be modified as follows:

If to Landlord:  
 201 St. Charles Place, LLC  
 201 St. Charles Avenue, Suite 1500  
 New Orleans, LA 70170  
 Attention: Property Manager

201 St. Charles Place, LLC  
 315 Central Park West, Suite 1200  
 New York, New York 10025  
 Attention: Lease Administration

If to Tenant:  
 Regional Transit Authority  
 2817 Canal Street  
 New Orleans, LA 70119  
 Attention: Director of Procurement

As amended hereby, the Lease shall remain in full force and effect as written.

IN WITNESS WHEREOF, Landlord and tenant have executed this Sixth Amendment on the Execution Date to be effective as of the Amendment Effective Date above written.

LANDLORD

TENANT

201 ST. CHARLES PLACE, LLC  
By: 201 PLACE ST. CHARLES, CORP.  
Its managing member

REGIONAL TRANSIT AUTHORITY

By: \_\_\_\_\_  
Sinclair Haberman, Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

---

**File #:** 26-042

**Special Board of Commissioners**


---

[04.09.26 Special Meeting PowerPoint]

*April 9, 2026*

Regional Transit Authority

**SPECIAL BOARD OF COMMISSIONERS  
MEETING**



The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held on Thursday, April 9, 2026, at 10:00 a.m. The meeting will begin at the scheduled time but may be delayed until a quorum is present and will be live streamed on the agency's website; masks are optional.

Written comments will be accepted in the following ways: 1) Submission of a Speaker Slip on meeting day; 2) Electronically by email sent to: [rtaboard@rtafoward.org](mailto:rtaboard@rtafoward.org) prior to the meeting; or 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.



This meeting is accessible to persons with disabilities. To help assure availability, modifications or accommodations linked to a disability must be requested 72 hours before the meeting or hearing. Please direct requests for public meeting accommodations to the Office of Board Affairs, 2817 Canal Street, NOLA 70119, or call 504-827-8341 or by email (rtaboard@rtaforward.org).



# ***Agenda***

- 1. Call to Order**
- 2. Swearing in of Commissioners**



# ***Agenda***

## **3. Roll Call**



# ***Agenda***

## **4. Election of Officers**



# ***Agenda***

## **5. Committee Assignments**



# ***Agenda***

## **6. Remarks from Newly Elected Chair**



# ***Agenda***

## **7. Public Comments (Agenda Items Only in accordance with La. R.S.42:114 (D))**



# ***Agenda***

## **8. Ratification of Prior Actions**

FY2026 Trapeze Support Maintenance Contract

26-035

Space and Rooftop Lease at Place St. Charles  
(201 St. Charles Place, LLC)

26-037



# ***Agenda***

## **9. New Business (Requires Unanimous Vote to Consider)**



# ***Agenda***

## **10. General Public Comment (Non-Agenda Items)**



# ***Agenda***

**11. Executive Session (Motion and 2/3<sup>rd</sup> vote required; limited to matters permitted under La. R.S. 42:17)**



# ***Agenda***

## **12. Adjournment**