



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	March 26, 2025
Change Order ID	349

A. Department Representative to participate in procurement process.

Name: BUTLER, IVANA
Title: ADMINISTRATIVE ANALYST PHYSICAL SECURITY
Ext: 8479

B. Contract Information:

Contract Number	2020-009
PO Number	912771
Contract Title	Contract to Provide Security Services at RTA Facilities

Contract-History:

Original Award Value	1008920
Previously Executed Change Order Value	4646687.72
Adjusted Contract Value	5655607.72
Current Change Order Value	496934
Revised Contract Value	6152541.72

C. Justification of Change Order

Security Experts and Leaders (SEAL) will continue to provide transit security services on a month-to-month basis to RTA, as was authorized by the Board of Commissioners on June 25, 2024 through Resolution No. 24-036. At that time, it was anticipated that RTA would develop and implement a physical security deployment strategy (whether in-house or contracted) by May 31, 2025. The Physical Security Department is currently still in the process of researching and reviewing options at this time. Therefore, staff is requesting an extension of the current services (at existing levels) to continue through September 30, 2025.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

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



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

Director of Grants/ Federal Compliance:

Signature:

Date:

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: **March 31 2025**

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	false

Risk Management Analyst: **Marc L Popkin**

Signature: *Marc L Popkin*

Date: **March 31 2025**

G. Funding Source:

Independent Cost Estimate (ICE): **\$496,934.00**

Projected Total Cost: **\$496,934.00**

Funding Type: **Local**

Federal Funding	State	Local	Other
		\$496,934.00	
Projected Fed Cost	State	Local	Other
		\$496,934.00	

FTA Grant IDs	Budget Codes
	01-3300-99-7650-161-00-00-00000-00000

Capital Project Approval if required signature ID#:

Dir Capital Projects:

Signature:

Date:



Budget Analyst: **Erin Ghalayini**
Signature: *Erin Ghalayini*
Date: **March 31 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	0

Director of Small Business Development: **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 31 2025**

DBE/EEO Compliance Manager **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 31 2025**

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

Department Head: **Michael J Smith**
Signature: *Michael J Smith*
Date: **March 26 2025**

Chief: **Michael J Smith**
Signature: *Michael J Smith*
Date: **March 31 2025**

Director of Procurement: **Ronald Gerard Baptiste**
Signature: *Ronald Gerard Baptiste*
Date: **April 02 2025**

Required if Total Cost above \$15K
Chief Financial Officer: **Gizelle Johnson-Banks**
Signature: *Gizelle Johnson-Banks*
Date: **April 04 2025**

Required if Total Cost above \$50K
Chief Executive Officer: **Lona Edwards Hankins**
Signature: *Lona Edwards Hankins*
Date: **4/4/2025 8:00 PM**