



2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority
Finance Committee
Meeting Agenda - Final

Tuesday, October 17, 2023

1:30 PM

RTA Board Room

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 in person on Tuesday, October 17, 2023 at 1:30 p.m. Please be advised that mask wearing is encouraged inside the boardroom.

Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: rtaboard@rtaforward.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.

- 1. Call To Order**
- 2. Roll Call**
- 3. Consideration of Meeting Minutes**
- 4. Committee Chairman's Report**
- 5. Chief Executive Officer's Report**
- 6. Chief Financial Officer's Report**
- 7. Report by the Office of Internal Audit and Compliance (OIAC)**
[Internal Audit Q3 Update] [23-167](#)
- 8. DBE Report**
- 9. Chief Planning and Capital Project Officer's Report**
- 10. Procurements**

A. Authorizations:

Streetcar Motor Repair Contract [23-128](#)

Janitorial Services Contract-KSM [23-161](#)

B. Amendments:

Change Order for Transit Security Services [23-153](#)

11. Audience Questions & Comments**12. New Business****13. Adjournment**

[Fin PowerPoint Slides 10.17.23] [23-173](#)



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-167

Finance Committee

[Internal Audit Q3 Update]



New Orleans Regional Transit Authority

Office of Internal Audit and Compliance

3rd Quarter Audit Status Update

October 2023

From: Malon Thompson, Manager, Office of Internal Audit & Compliance
Lynette Doyle, Director, Office of Internal Audit & Compliance

To: RTA Board of Commissioners

INTRODUCTION

The New Orleans Regional Transit Authority (RTA)'s mission is to provide safe, dependable, efficient transit services to the residents of and visitors to the Greater New Orleans Region. The RTA created the Office of Internal Audit and Compliance (OIAC) with the intention of promoting efficiency and effectiveness and adding value.

Per the Board approved Internal Audit Charter, the OIAC reports functionally to the Chief Executive Officer and the Board of Commissioners, and administratively to the Chief Financial Officer. Additionally, per the Charter, the Director of the OIAC shall provide quarterly updates on the OIAC's activity. This report serves as a quarterly update on the department's activity.

AUDIT(S) COMPLETED THIS QUARTER (3RD QUARTER)

Maintenance Management Inventory Audit

In 2022, Maintenance expended a total of \$1,961,030 in inventory costs. The OIAC conducted an audit to determine how effective the Maintenance Department's inventory control function was operating.

In conducting the audit, the OIAC determined that the department failed to maintain effective and efficient internal controls over the maintenance inventory process. The process includes the ordering, receiving, storing, and accounting for inventory. The OIAC determined that the control deficiencies resulted in 1 observation and 4 findings.

OTHER WORK/ENGAGEMENT(S) PERFORMED.

Canal Street Ferry Terminal, Davis-Bacon Act Review

The Office of Internal Audit & Compliance (OIAC) was requested to provide a review of the agency's compliance practices in regard to the Davis-Bacon Act (DBA), specific to the Canal Street Ferry Terminal (CSFT) Project. The objectives were to (1) determine if RTA had DBA compliance policies and procedures, (2) determine if Contractors' employees were paid a prevailing wage consistent with the DBA, and (3) assess RTA's level of compliance with DBA laws and regulations.

The review determined that, for the CSFT Project, the agency failed to provide the appropriate level of compliance monitoring and enforcement of the Davis Bacon Act. The review found that:

1. The organization did not have a DBA compliance policy or program in place
2. Wage determination guidance was not provided in the contract
3. Certified payroll reports were not submitted on a timely basis

4. Payroll reports were incomplete
5. The agency failed to document (conduct) wage interviews as prescribed by law
6. The agency failed to maintain appropriate support of apprentice and trainee programs
7. The agency failed to provide a prevailing wage for all employees on the project.

The OIAC discussed this matter with the Infrastructure and Capital Projects Departments' leadership/management, for them to take the necessary steps to ensure all of their projects are in compliance with the Davis Bacon Act.

CORRECTIVE ACTION UPDATES

The OIAC conducts audits and compliance reviews with the goal of adding value to the organization. That value is often communicated through the form of findings and recommendations. Although our department cannot require that our recommendations be acted upon, we work with each director and executive to develop corrective action plans. Each plan is developed to ensure that the actions are specific, measurable, achievable, realistic, timely, address the root cause of the finding, and mitigate risk to the organization.

On-Time Performance Calculation and Reporting Audit

In December 2021, OIAC completed an audit of RTA's calculation and reporting of On-Time Performance, a key performance indicator essential to providing a timely, world-class rider experience for its passengers. The OIAC concluded that the RTA OTP process had several internal control deficiencies and determined that business process gaps existed, resulting in 5 findings and 8 recommendations.

Based on the corrective actions and the timeframe provided, these findings should have been addressed in full by December 31, 2022. To date there have been a number of changes in regard to the management of OTP, changing the responsibility of these corrective actions. Through conversations with the parties currently responsible for the reporting of OTP, the OIAC received verbal confirmation that 3 of the 5 findings have been addressed. However, to date, no supporting documentation has been provided to the OIAC to support that any of the corrective actions have been instituted.

Fixed-Route Service Planning Audit

In September 2022, the OIAC completed an audit of RTA's Fixed-Route service planning process and concluded that the RTA fixed-route service planning and scheduling process had internal control deficiencies and determined that gaps existed in the business process. The audit resulted in 3 findings and 3 recommendations.

Based on the corrective action plan provided, these findings should have been addressed by January 31, 2023, at the latest. To date, the Scheduling and Planning Department has taken steps to address the findings and recommendations listed in the final audit report, however, none of the agreed upon corrective actions have been fully completed.

Timekeeping and Payroll Management Audit

In March 2023, the OIAC completed an audit of RTA's timekeeping and payroll management. The OIAC determined that there were some control deficiencies that resulted in 5 findings, and 7 recommendations.

A formal corrective action plan was not provided by the departments involved in this audit process. However, the Accounting and Human Resource departments have taken steps to address the findings listed in the final audit report. Both departments have taken steps to address 2 findings completely, while working towards completely addressing 1 other finding, leaving 2 findings that would need to be addressed by the Transit Operations department.

Other Postemployment Benefits Audit

In March 2023, the OIAC completed an audit of RTA's other postemployment benefits. Although the function is contracted and managed by a third party, it is the responsibility of RTA to maintain accurate data and to ensure the accurate and adequate reporting of these benefits. The OIAC determined that there were some control deficiencies that resulted in 4 findings, and 4 recommendations.

Based on the corrective action plan provided, Human Resources should be working to complete its corrective action program by the end of 2023. To date the Human Resources department has taken steps to address the 4 findings as stated in their corrective action plan.

UPCOMING ENGAGEMENTS

ATU Contract Performance Audit

The OIAC is currently planning an audit to assess the performance and compliance of the Collective Bargaining Agreement between RTA and ATU. The planning of the audit has been slightly delayed given the large volume of data needed by the OIAC, and due to the implementation of the RTA's new Enterprise Resource Planning (ERP) system Oracle. However, the OIAC is ready to proceed with this audit at the conclusion of the implementation process.

Canal Street Ferry Terminal, Change Order Review

The Finance Department (specifically the Procurement Department) sought the assistance of the OIAC to review Change Orders associated with the Canal Street Ferry Terminal Project to determine whether the Change Orders were executed in compliance with RTA's Procurement Manual, as well as the FTA's procurement and grant administration requirements. This review is currently underway.

2023 ENTITY WIDE RISK ASSESSMENT

Because no single internal audit engagement can cover every risk, internal auditors assess the significance of the risks within an organization in the form of a Risk Assessment. Per the Institute of International Auditors (IIA) and the Internal Audit Charter, the Office of Internal Audit and Compliance is responsible for assessing the quality of the organization's risk management framework and processes to determine whether it is adequate in design and/or operation.

The Organization's risk management processes should account for not only the financial, operational, and regulatory impact of risks, but also nonfinancial impacts, such as damage to the organization's reputation or relationships with customers.

The OIAC is currently conducting an entity wide risk assessment. This process includes the review of external reports as well as internal documentation; surveys completed by executives, management, and leaders or subject matter experts; previous internal audit engagements, and audits or assessments of other internal or external entities or consultants; and interviews with staff and management throughout the organization.

The compilation of this information will be reviewed and used to build an entity wide risk assessment that will be maintained on a continuous basis to determine areas of risk within the organization and will provide the basis for the 2024 annual audit plan.

INTERNAL AUDIT UPDATES

Internal Audit Software

In our quest to achieve operational efficiency, the OIAC has worked to finalize the purchase and customizing of internal audit software. The OIAC will be utilizing TeamMates+ Audit, an end-to-end audit management and workflow program that will allow us to plan, execute, report, and follow-up on engagements completed by our department.

This software will allow Internal Audit to have a streamlined audit process from start to finish, increasing our effectiveness and efficiency. The system also allows for Directors

and Executives to fulfill records requests, complete surveys, respond to audit findings and recommendations, and monitor corrective actions.



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-128

Board of Commissioners

Streetcar Motor Repair Contract

DESCRIPTION: A request to repair 10 Canal and 10 St. Charles Streetcar Motors.	AGENDA NO: N/A
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to award a contract to Irwin Transportation Products in the amount not to exceed \$242,850.00 to repair 10 Canal (GE263) and 10 St Charles (Saminco 60) Streetcar motors.

ISSUE/BACKGROUND:

Numerous streetcar motors have failed on both streetcar lines and are needing repair due to normal wear and tear. Irwin Transportation was selected because they continuously provide us quality service with all repairs and they expedite RTA's repairs at no additional charge. The total for this purchase is \$242,850.00

DISCUSSION:

The Canal and St. Charles streetcar fleet needs 7 streetcar motors to be repaired immediately and additional motors once replacements become available due to multiple failures that appear to be normal wear and tear. Irwin Transportation will conduct complete overhauls on all motors that are sent for repair at their facility. Irwin Transportation has also agreed to have all motors that are sent to them turned around in 15 days or less. By approving this procurement Rail Maintenance will be able to install 7 motors and improve streetcar availability on our streetcar fleet. The RTA was awarded funds through LA-2023-001.8640.12.42.06 to repair our motors.

FINANCIAL IMPACT:

Funding is available through grant funding (LA-2023-001.8640.12.42.06), the total estimated cost of these repairs is \$ 242,850.00.

NEXT STEPS:

Once approved, staff will work to issue a purchase order to Irwin Transportation Products.

ATTACHMENTS:

1. Resolution

2. ICE Streetcar Motors
3. Scope of Work
4. Procurement Summary Form
5. Administrative Review Form

Prepared By: Floyd Bailey Jr.
Title: Director of Rail Maintenance

Reviewed By: Ryan Moser
Title: Interim Chief Asset Management Officer

Reviewed By: Gizelle Banks
Title: Chief Financial Officer



10/13/2023

Lona Edwards Hankins
Chief Executive Officer

Date



RESOLUTION NO. _____

STATE OF LOUISIANA
PARISH OF ORLEANS

**AUTHORIZATION TO AWARD A CONTRACT TO IRWIN TRANSPORTATION
PRODUCTS FOR 10 GE263 AND 10 SAMINCO 60 MOTOR REPAIRS**

Introduced by Commissioner _____, seconded by Commissioner
_____.

WHEREAS, the Chief Executive Officer of the RTA has the need to repair 10 GE263 (St. Charles Streetcar) and 10 Saminco 60 (Canal Streetcar) motors

WHEREAS, the purchase of these motor repairs will enable the RTA to effectively carry out its day-to-day operation; and

WHEREAS, RTA's Disadvantage Business Compliance Manager determined that there was no DBE goal set for this project; and

WHEREAS, staff evaluated all cost components submitted by the vendor and determined the price to be fair and reasonable; and

WHEREAS, it is the opinion of the RTA Board of Commissioners that the purchase of 10 GE263 and 10 Saminco 60 motor repairs are critical to maintaining the function, reliability, and support of streetcar operations on behalf of the Regional Transit Authority; and

WHEREAS, funding for the above repairs is made available through Grant LA2023-001.8640.12.42.06 at a cost not to exceed \$242,850.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Transit Authority hereby approves the attached.

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 ___th DAY OF MONTH, 2023.

**MARK RAYMOND, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS**

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: Canal/St Charles Streetcar Motor Repair

Date of Estimate:

Description of Goods/Services:

- ☒ New Procurement
☐ Contract Modification (Change Order)
☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

- ☐ Published Price List (attach source and date)
☒ Historical Pricing (attach copy of documentation from previous PO/Contract)
☐ Comparable Purchases by Other Agencies (attach email correspondence)
☐ Engineering or Technical Estimate (attach)
☐ Independent Third-Party Estimate (attach)
☐ Other (specify) _____ attach documentation
☐ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated
total cost of the goods/services is \$ 269,700.00

The preceding independent cost estimate was prepared by:

Name

Floyd Bailey

Signature

[Signature]

ICE Explanation

Below you will find the method of obtaining estimated cost:

Saminco Motor basic overhaul repair:

Quote Provided from A&H Armature Works for 10,500.00 per motor – Qty 10 = 105,000.00

GE263 Armature Assembly basic overhaul repair:

Previous PO (915151) for Irwin Transportation 16,470.00 per motor – Qty 10 = 164,700.00

Bringing the total estimated cost to 269,700.00



A & H ARMATURE WORKS, INC.

SALES & SERVICE : MOTORS - GENERATORS - REWINDS - SWITCHBOARDS

AHMAIL@BELLSOUTH.NET

1330 WESTBANK EXPRESSWAY POST OFFICE BOX 310

WESTWEGO, LA. 70096-0310

TELEPHONE (504) 347-3781 FAX (504) 347-0564



Quote is good for 90 days

Not responsible for equipment after 90 days

RTA
8225 Willow St.
New Orleans, LA 70119
Quote for repair
Brookville
60HP 1800RPM
DC motor:

Armature Rewind: \$10,500.00

Field Rewind: \$7,800.00

Interpole Rewind: \$9,000.00

Above prices includes new brushes and bearings.
Machine work and unforeseen repairs will be requoted.

Thanks,
Mike

Regional Transit Authority
 INV.: Accounting Dept. (504) 827-8407 Page 1
 New Orleans, Louisiana 70119 Date 7/18/23
 Order No. : 915151-000
 Brn/Plt : 1430099

IRWIN TRANSPORTATION PRODUCTS
 P.O. BOX 409
 IRWIN PA 15642

SHIP REGIONAL TRANSIT AUTHORITY
 TO FLOYD SAFFLEY
 NEW ORLEANS LA 70118

Ordered - 07/18/23 Vendor No. - 4654076 AMATURE REPAIRS
 Delivery - 07/18/23 Taken By 107442
 Freight - Default - Handling Code PROMISED DELIVERY DATE 08/18/23

Description / Supplier Item	UM	Unit Cost	Extension
ge 263armature repair 905	EA	16,470.0000	EA
Non Stock Inventory Purchas			
1430099.8510.06103			16,470.00

Terms Net 30 Tax Rt Sales Tax Total Order
 16,470.00

ORDER NUMBER AND
 PERSON TO WHOM ADDRESSED
 MUST APPEAR ON ALL
 PACKAGES AND INVOICES

REGIONAL TRANSIT AUTHORITY
 TAX EXEMPT

BY MANAGER, PURCHASING DEPT
 7/18/23

ANY CONFLICT DISPUTE, LEGAL PROCEEDING, SETTLEMENT OR OTHER MATTER HAVING A
 LEGALLY BINDING IMPACT ON THE PARTIES HERETO SHALL BE RESOLVED PURSUANT TO
 THE LAWS AND JURISPRUDENCE OF THE STATE OF LOUISIANA.

INV. DATE	INV. NUMBER	INV. AMOUNT	TAX	FREIGHT	INV. TOTAL

242 322 7/18/23

Scope of work

Atlas Car Product Line/ Traction Motor Service

(10) Quantity

GE263 Armature Assembly basic overhaul repair: Basic overhaul repair scope consisting of: Material and labor for the following repairs. Inspect mechanical fit and record results. Replace armature coils VPI impregnate and bake armature with resin. Replace commutator with new. Computerized Dynamic balancing armature Provide test result and vibration documentation. Shrink wrap and prepare for shipping.

(10) Quantity

Saminco Motor basic overhaul repair: Basic overhaul repair scope consisting of: Material and labor for the following repairs. 1) Visual inspection. 2) Dismantle and inspect for missing parts. 3) Steam clean frame and armature in non-caustic solution. 4) Bake stator frame and armature in oven 8-12 hours. 5) Cool down and perform all electrical checks [i.e. surge, hi-pot & voltage drop] 6) Perform dimensional and mechanical checks - stator frame, armature shaft, bearing housings, pinion, and related parts. 7) Inspect lead lugs. 8) Furnish & install new external leads 9) Detail analysis for repair of traction motor according to OEM standards. 10) VPI Impregnate and bake armature and frame with class 200° C epoxy Resin. 11) Turn and undercut commutator. 12) Balance armature on computerized balancing machine. 13) Check commutator run out using a digital profiler. 14) Furnish and install all gaskets. 15) Furnish and install new bearings on armature. 16) Furnish and install new external leads and grommets. 17) Prepare stator frame to receive armature. 18) Furnish and install remanufactured brush holders. 19) Furnish and install new brushes. 20) Assemble unit 21) Seat all brushes and check clearance. 22) Test run - One (1) hour [30 minutes in each direction, checking bearing temperature and stone commutator]. 23) Replace old rubber lead bushings with new. 24) Paint Motor. 25) Shrink wrap and prepare for shipping.

Lead Time: _____

Shipping included

Warranty Irwin's standard one (1) year warranty against defects in material and workmanship will apply, with individual OEM warranties covering all commercial components. The warranty will begin the day of delivery on the customer site. The warranty does not cover damage inflicted during transportation, unloading, ECT, or through misuse of equipment.

Optional:

This contract can be renewed for an additional 1 year terms

PROCUREMENT SUMMARY-IFB 2023-016

REQUIREMENTS

The CEO approved Solicitation Request Routing Sheet dated 9/15/2023 with attached Traction Motor Service Overhaul specifications was received by the Procurement Department to procure Traction Motor Service Overhaul.

There was a no DBE goal established for this solicitation per the RTA Routing Sheet.

Procurement Policy:

The Independent Cost Estimate for this procurement is \$242,850.00 for six months, which exceeds the Small Purchase threshold of \$25,000 therefore in compliance with the Regional Transit Authority of New Orleans Procurement Policies and Procedures Manual, Section VII.B. This procurement shall be conducted through formal advertisement (competitive means).

Procurement Method:

More than one responsive and responsible offeror can meet the solicitation requirements. Specifications furnished by the user department are complete, adequate, precise and realistic. No discussions or negotiations will be needed to address technical requirements, award will be made on lowest responsible/responsive bidder. Therefore, the IFB method of solicitation is selected as the method of procurement.

SOLICITATION

Invitation for Bids (IFB) No. 2023-016 Public Notice was published in the The Advocate. The Public Notice and the IFB 2023-016 were posted on the RTA website beginning 7/20/2023. The IFB submittal deadline was 8/17/2023 at 2:30 pm.

IFB SUBMITTAL

Bid Opening was held on 8/17/2023 at 2:30 pm. Shaun Temple handled the receipt of all submissions received. Two (2) bids were received.

DETERMINATION

Two (2) bids were received and (1) was responsive and provided all required documents.

- 1) Irwin Car & Equipment was determined responsive and provided all required documents.
- 2) SunSource was non-responsive and did not provide the required documents.

SUMMARY

Based on the information above the Bids received were prepared and sent to Procurement Director for further review. An Administrative Review Form was prepared by Shaun Temple – Buyer.

Procurement Department: Recommend award be made to lowest responsive/responsible bidder, Irwin Car & Transportation is the lowest responsive and responsible bidder and it is in the best interest of RTA to award this bid to Irwin Car & Transportation. I recommend this bid be awarded to Irwin Car & Transportation.

**Regional Transit Authority
Administrative Review Form**

Project Name: Traction Motor Service Overhaul

Type of Solicitation: IFB 2023-016 DBE/SBE Participation Goal: 0% Number of Respondents: 2

Prime, Primary Contact and Phone Number	DBE and Non-DBE Subconsultants	DBE Commitment Percentage	Price (RFP and ITB ONLY)

*Indicates certified DBE or SLDBE firm that will contribute to the project's participation goal

Prime Firm Name	Required Items								
	LA Uniform Public Work Bid	Non Collusion	Debarment Prime	Debarment Lower	Restrictions on Lobbying	Buy America Compliance	Participant Info	Affidavit of Fee Disposition	Addenda
SunSource	None	None	None	None	None	None	None	None	n/a
Irwin Car & Equipment	X	X	X	X	X	X	X	X	n/a

Review and verification of the above required forms, the below listed vendor is hereby found responsive to this procurement.

Vendor Name: Irwin Car & Equipment

Certified by: Name and Title Shaun Temple, Buyer

Procurement Personnel Only

Prime Firm Name	Bid Bond	Insurance	Responsiveness Determination	Responsible Determination					
			Certifications /Licenses	Facilities/ Personnel	SAM.Gov	Previous Experience	Years in Business	Financial Stability	LA License No. if required
SunSource	n/a	n/a	n/a	n/a		n/a			
Irwin Car & Equipment	n/a	n/a	n/a	n/a	Yes	n/a	Early 1900's	Yes	N/a

Review and verification of the above "checked" forms, the below listed vendor is hereby found responsible for award of this procurement.

Vendor Name: Irwin Car & Transportation

Certified by: Name and Title Shaun Temple, buyer



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-161

Board of Commissioners

Janitorial Services Contract-KSM

DESCRIPTION: Post PROCUREMENT SUMMARY-IFB 2023-012 Three (3) Year Janitorial Services Contract	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:

Authorize the Chief Executive Officer to approve a three (3) year Janitorial Service contract in the amount \$1,051,206.12, an annual amount of \$350,402.04.

ISSUE/BACKGROUND:

A vendor was publicly procured as an emergency procurement because the previous vendor performing these services issued a Notice of Termination of Services in November of 2021.

RTA staff developed a solicitation for a permanent janitorial service vendor, Information for Bid (IFB) 2022-014, and at the November 2022 Board meeting recommended a successful vendor (Board Item #22-162). A protest of the award was issued regarding the intent to award IFB 2022-014 to a responsive/responsible bidder. All bids were challenged and thrown out in December 2022. As a result of the protest, the current janitorial services have been month to month.

After publicly advertising IFB 2023-012, all bids received on August 24, 2023, for a three (3) year janitorial services contract, bids were lower than the independent cost estimate (ICE).

There was a 100% small business goal established for this solicitation.

DISCUSSION:

RTA Procurement Department recommends this bid be awarded to the lowest responsive/responsible bidder KSM Janitorial & Cleaning Service, LLC. which includes a base bid of RTA Facilities (\$29,200.17 monthly), with an annual sum of \$350,402.04.

FINANCIAL IMPACT:

This contract will be charged to the accounts established for Custodial Services for the facilities based on the cost for each location. Custodial services are part of the annual budget, and the accounts are the following, 1284399.7621.12789.

NEXT STEPS:

Upon RTA Board approval, staff will work with the CEO to execute a janitorial service contract to KSM Janitorial & Cleaning Service, LLC. in the amount of \$1,051,206.12.

ATTACHMENTS:

1. Board Resolution
2. Procurement Summary
3. Administrative Review Form

Prepared By: John DiLosa, Jr.
Title: Director of Facilities

Reviewed By: Ryan Moser
Title: Interim Chief Asset Management Officer

Reviewed By: Gizelle Johnson Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

10/13/2023

Date



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

504.827.8300

www.norta.com

RESOLUTION NO. _____

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO EXECUTE A THREE (3) YEAR JANITORIAL SERVICES
CONTRACT WITH KSM JANITORIAL & CLEANING SERVICE, LLC**

Introduced by Commissioner _____,
seconded by Commissioner _____.

WHEREAS, after publicly advertising IFB 2023-012, for a three (3) year janitorial services, all bids received on August 24, 2023, were lower than the independent cost estimate (ICE); and

WHEREAS, there was a 100% small business goal established for this solicitation; and

WHEREAS, the RTA Procurement Department recommends this bid be awarded to the lowest responsive/responsible bidder KSM Janitorial & Cleaning Service, LLC.; and

WHEREAS, this contract will be charged \$29,200.17 monthly, with an annual sum of \$350,402.04 for a total contract value of \$1,051,206.12 to the account established for Custodial Services for the buildings based on the cost for each location. Custodial services are part of the annual budget, and the accounts are the following 1284399.7621.12789; 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, authorize the CEO to execute the janitorial services contract to KSM Janitorial & Cleaning Service, LLC.



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

504.827.8300

www.norta.com

RESOLUTION NO. _____

Page 2

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 24th DAY OF OCTOBER 2023.

MARK RAYMOND, JR.
CHAIRMAN
BOARD OF COMMISSIONERS

PROCUREMENT SUMMARY-IFB 2023-012

REQUIREMENTS

A Solicit Request Routing Sheet for Janitorial Services with attached scope of work was received by Procurement on February 18, 2022.

SOLICITATION

Invitation For Bids (IFB) No. 2023-012 Public Notice was published in The Advocate. The Public Notice and the IFB 2023-012 was posted on the RTA website beginning 05/19/23. The IFB submittal deadline was 8/24/23 at 11:00AM.

IFB SUBMITTAL

Submittal deadline was on 8/24/23 at 11:00AM. Briana Howze handled the receipt of all submissions received. Nine (9) bids were received.

DETERMINATION

Nine (9) responsive bids were received.

SUBMITTAL ANALYSIS

Respondents

JaniKing
August Building Maintenance
DisinFX LLC
KSM Janitorial
Dirt Diva
Skys Janitorial
Sapphire Janitorial
Lewis Services
First Class Enterprise

Required Forms

ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED
ALL SUBMITTED

SUMMARY

An Administrative Review was prepared by Briana Howze.

It is recommended that the project be awarded to KSM Janitorial. KSM Janitorial is the lowest responsive responsible bidder.

**Regional Transit Authority
Administrative Review Form**

Project Name: Janitorial Services

Type of Solicitation: IFB 2023-012 DBE/SBE Participation Goal: 1000% Number of Respondents: 9

Prime, Primary Contact and Phone Number	DBE and Non-DBE Subconsultants	DBE Commitment Percentage	Price (RFP and ITB ONLY)
JaniKing		0%	\$699,575.02
August Building Maintenance			\$45,088.00
DisinFX LLC			\$88,554.00
KSM Janitorial			\$29,200.17
Dirt Diva			\$487,045.00
Skys Janitorial			\$49,191.63
Sapphire Janitorial			\$977,082.00
Lewis Services			\$641,218.07
First Class Enterprise			\$619,876.28

*Indicates certified DBE or SLDDBE firm that will contribute to the project's participation goal

Prime Firm Name	Required Items								
	LA Uniform Public Work Bid	Non Collusion	Debarment Prime	Debarment Lower	Restrictions on Lobbying	Buy America Compliance	Participant Info	Affidavit of Fee Disposition	Addenda
JaniKing	Y	Y	Y	Y	Y	Y	Y	N/A	Y
August Building Maintenance	Y	Y	Y	Y	Y	Y	Y	N/A	Y
DisinFX LLC	Y	Y	Y	Y	Y	Y	Y	N/A	Y
KSM Janitorial	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Dirt Diva	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Skys Janitorial	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Sapphire Janitorial	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Lewis Services	Y	Y	Y	Y	Y	Y	Y	N/A	Y
First Class Enterprise	Y	Y	Y	Y	Y	Y	Y	N/A	Y

Review and verification of the above required forms, the below listed vendor is hereby found responsive to this procurement.

Vendor Name: KSM Janitorial

Certified by: Name and Title Briana Howze, Contract Administrator

Procurement Personnel Only

Prime Firm Name	Bid Bond	Insurance	Responsiveness Determination	Responsible Determination					
			Certifications /Licenses	Facilities/ Personnel	SAM.Gov	Previous Experience	Years in Business	Financial Stability	LA License No. if required
JaniKing	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
August Building Maintenance	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
DisinFX LLC	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
KSM Janitorial	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
Dirt Diva	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
Skys Janitorial	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
Sapphire Janitorial	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
Lewis Services	N/A	Y	N/A	N/A	Y	Y		N/A	N/A

First Class Enterprise	N/A	Y	N/A	N/A	Y	Y		N/A	N/A
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Review and verification of the above “checked” forms, the below listed vendor is hereby found responsible for award of this procurement.

Vendor Name: KSM Janitorial.

Certified by: Name and Title Briana Howze, Contract Administrator



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-153

Board of Commissioners

Change Order for Transit Security Services

DESCRIPTION: Amendment to the previous SEAL Security Contract to allow month-to-month services for Transit Security Services at various New Orleans Regional Transit Authority locations throughout the City of New Orleans	AGENDA NO: N/A
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to amend month-to-month services, and add additional funds, provided by Security Experts and Leaders (SEAL), awarded for Transit Security Services in the amount of \$437,481.

ISSUE/BACKGROUND:

The initial solicitation awarded by the Board was subsequently protested. As a result, RTA Procurement and the Department of Physical Security opened the solicitation for Security Service Vendors to submit proposals based on the provided "Scope of Work". A committee was selected, all proposals were reviewed and scored, and a Security Services Vendor was selected, however, RFP #2023-001 was again protested, and we are still currently on a month-to-month basis with SEAL.

DISCUSSION:

Maintaining a secure transit environment is one of RTA's top priorities. RTA chose SEAL Security to provide armed, uniformed security personnel to aid in securing all property owned, leased, operated, and/or maintained by RTA (i.e., facilities, and vehicles). SEAL is expected to assist employees, contractors, patrons, and the citizens of New Orleans and surrounding parishes by maintaining order, providing excellent customer service, and rendering assistance as needed. SEAL works closely with local, state, and federal emergency response agencies always rendering aid as needed. This contract will be amended while waiting for a new contract to be approved.

The security services under this contract will include security coverage for transit facilities, assets, and areas designated for Transit Operations. SEAL will be responsible for providing highly qualified, professional, alert, diverse, and proactive security personnel with an emphasis on customer service and ambassadorship. All personnel assigned to the RTA Contract will be dedicated to the account and shall not work on other accounts as part of their normal duty day. This service will be non-stop, despite the weather, disasters, or susceptible or actual organized labor action, Service will be required 24 hours a day, 365 days a year unless otherwise communicated by RTA's Project Manager.

FINANCIAL IMPACT:

Funds for this contract are available from the RTA Operational Budget. Operating Account Number: 1330099.7650.161. SEAL will invoice us \$437,481 (estimated funds needed for services through February 29, 2024). The total projected cost is \$437,481.

NEXT STEPS:

Upon RTA Board approval, staff will submit and process a change order modification to the purchase order.

ATTACHMENTS:

1. Independent Cost Estimate Summary Form (ICE)
2. Change Order Routing Sheet
3. Change Order Justification
4. Original SEAL Purchase Order
5. Resolution

Prepared By: Ivana C. Butler
Title: Administrative Analyst Physical Security

Reviewed By: Michael J. Smith
Title: Chief Safety, Security, and Emergency Management Officer

Reviewed By: Gizelle Johnson Banks
Title: Chief Financial Officer



Lona Edwards Hankins
Chief Executive Officer

10/13/2023

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: 2020-009

Date of Estimate: 9/29/2023

Description of Goods/Services:

Contract to provide security services, PO #912771

☐ New Procurement

☒ Contract Modification (Change Order)

☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

☐ Published Price List (attach source and date)

☒ Historical Pricing (attach copy of documentation from previous PO/Contract)

☐ Comparable Purchases by Other Agencies (attach email correspondence)

☐ Engineering or Technical Estimate (attach)

☐ Independent Third-Party Estimate (attach)

☐ Other (specify) _____ attach documentation

☐ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ 437,481

The preceding independent cost estimate was prepared by:

Ivana Butler

Name

Ivana Butler

Signature



Director of Grants/ Federal Compliance

Date

H. Funding Source: Federal State Local Other: _____

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

Total Funding Available \$ 433,325.00

Previous Cost \$ 3,449,190.72

Revised Projected Cost \$ 3,882,515.72

FTA Grant No.(s) _____

Line Item(s) _____

Operations/Department Code _____

Budget Code(s) 1330099.7650.161

Other _____

Budget Analyst

Date

I. _____

Safety **Date**

J. Authorizations:

Department Head

Date

Division Manager

Date

Director of Procurement

Date

Chief Financial Officer

Date

Chief Executive Officer

Date

Change Order Justification

Explanation

Security Experts and Leaders (SEAL) will continue to provide transit security services on a month-to-month basis to RTA until a new contract is awarded. On average, RTA pays \$25,872 to SEAL per week for transit security services.

Security service was added to the Lake Forest & Read Boulevard hub in September 2022, and also to the Canal Street Ferry Terminal in August 2023.

Previous Change Order Available Balance: \$493,830.26

This balance is what the PO showed as of 8/22/2023.

Calculation

SEAL will invoice us \$433,148.98 (estimated funds needed for services through February 29, 2024, at an average rate of \$25,872/week for 26 weeks)

\$22/hr rate x 24 hrs per day = \$528 per day x 7 days = \$3696 weekly

\$3696 x 7 hubs (Willow Barn, Duncan Plaza, Lake Forest, Admin Front Desk, NOLA East, Rear Gate, Money Room) = \$25,872 weekly x 26 weeks = \$672,672

In August 2022, Canal Street service was added at a rate of \$22/hr. Canal Street service is 114 hrs per week x 26 weeks = 2964 hours x \$22/hr = \$65,208.

Total amount estimated through February 29, 2024: \$737,880

As we transition into the new payment system, there is currently \$189,099.24 pending for payment. Subtracting that amount from the \$493,830.26 balance, we get an estimated remaining balance of \$304,731.02.

Taking the total amount needed and subtracting the estimated remaining balance, we estimate needing $\$737,880 - \$304,731.02 = \$433,148.98 \approx \$433,149$

- To account for additional service needed for miscellaneous special events such as the 100 Year Streetcar Anniversary Block Party, public meetings hosted by RTA, and other ad hoc requests, a 1% contingency is also requested.

$\$433,149 + 1\% (\$4,331.49) = \$437,480.49 \approx \$437,481$

Total requested Change Order amount: \$437,481

Regional Transit Authority
 INV.: Accounting Dept. (504) 827-8407
 TO: 2817 Canal Street
 New Orleans, Louisiana 70119

Page - 1
 Date - 12/14/21
 Order No. - 912771-002
 Brn/Plt - 1330099

SECURITY EXPERTS AND LEADERS
 6600 PLAZA DRIVE
 NEW ORLEANS LA 70127

SHIP REGIONAL TRANSIT AUTHORITY
 TO R. Hickman
 2817 CANAL STREET
 NEW ORLEANS, LA 70119

Ordered - 09/22/20 Vendor No. 8922810 Security Services
 Delivery - 09/22/20 Taken By REO #1040588
 Freight - Default Handling Code PROMISED DELIVERY DATE - 10/22/20

Description / Supplier Item	UM	Unit Cost	Extension
transit security services	EA	1.0000	1,008,920.00
3 years with two 1 year opt			
1330099.7650.161			
Change Order 1			
Non Stock Inventory Purchas	EA		253,240.00
1330099.7650.161			
Change Order 1 to add additional funds to cover invoices from sep to dec 2021			

Terms Net 30 Tax Rt Sales Tax Total Order
 1,262,160.00


DATE RECEIVED _____
 RECEIVED BY _____
 CHECKED BY _____
 APPROVED BY 

ORDER NUMBER AND
 PERSON TO WHOM ADDRESSED
 MUST APPEAR ON ALL
 PACKAGES AND INVOICES

REGIONAL TRANSIT AUTHORITY
 TAX EXEMPT
 BY  12/14/21
 MANAGER, PURCHASING DEPT.

ANY CONFLICT, DISPUTE, LEGAL PROCEEDING, SETTLEMENT OR OTHER MATTER HAVING A
 LEGALLY BINDING IMPACT ON THE PARTIES HERETO SHALL BE RESOLVED PURSUANT TO
 THE LAWS AND JURISPRUDENCE OF THE STATE OF LOUISIANA.

INV. DATE	INV. NUMBER	INV. AMOUNT	TAX	FREIGHT	INV. TOTAL

CFO  12/14/21



RESOLUTION NO. _____

STATE OF
LOUISIANA
PARISH OF
ORLEANS

**AUTHORIZATION OF A TRANSIT SECURITY CHANGE ORDER
TO ALLOW MONTH-TO-MONTH SERVICES**

Introduced by Commissioner _____, seconded by Commissioner
_____.

WHEREAS, the Board of Commissioners of the Regional Transit Authority (RTA) previously authorized staff to solicit proposals for Transit Security Services; and

WHEREAS, RTA staff evaluated all elements of the submittals in accordance with requirements prescribed by the RTA, Louisiana Public Bid Law, and the Federal Transit Administration (FTA); and

WHEREAS, the RTA Board of Commissioners passed resolution # 21-064 on May 25, 2021, and RTA subsequently entered into a contract for Transit Security Services with provider Security Experts and Leaders (SEAL); and

WHEREAS, the RTA Board of Commissioners subsequently authorized staff to solicit proposals for Transit Security Services through RFP # 2023-001; and

WHEREAS, upon the RTA staff evaluating and selecting a submittal in accordance with RTA, Louisiana Public Bid Law, and FTA requirements, staff recommended to the RTA Board of Commissioners that the new contract # 2023-001 be awarded to Allied Universal Security Corporation; and

WHEREAS, the RTA Board of Commissioners passed resolution # 23-111 on July 25, 2023, authorizing RTA to execute a contract for Transit Security Services with Allied Universal Security Corporation, but the Procurement process was subsequently protested by vendors several times, and security services were therefore continued on a month-to-month basis; and

WHEREAS, Security Experts and Leaders (SEAL) has since been operating on a month-to-month basis; and

WHEREAS, the RTA staff have reasonably determined based on circumstances surrounding the pending, final adoption of resolution # 23-111, that there is a need to authorize a continuation of the current month-to-month agreement for Transit Security Services until the earliest of the adoption of resolution # 23-111, four (4) months from the date of adoption of this resolution, or February 29, 2024; and

WHEREAS, the RTA staff have determined that a change order in the amount of FOUR HUNDRED THIRTY-SEVEN THOUSAND FOUR HUNDRED EIGHTY-ONE DOLLARS AND ZERO CENTS (\$437,481.00) is required to continue services for this time period;

WHEREAS, funding is available through RTA Operating Account #1330099.7650.161 for a total cost not to exceed FOUR HUNDRED THIRTY-SEVEN THOUSAND FOUR HUNDRED EIGHTY-ONE DOLLARS AND ZERO CENTS (\$437,481.00).

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, authorize the CEO to approve the continuation of transit security services on a month-to-month basis provided by Security Experts and Leaders (SEAL).

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 ____th DAY OF OCTOBER, 2023.

MARK RAYMOND, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

Board Report and Staff Summary

File #: 23-173

Finance Committee

[Fin PowerPoint Slides 10.17.23]




October 17, 2023

Regional Transit Authority

Finance Committee



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, October 17, 2023, at 1:30 p.m. Please be advised that mask wearing is encouraged inside the boardroom.



Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: rtaboard@rtaforward.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.



Agenda

- 1. Call to Order**
- 2. Roll Call**



Agenda

3. Consideration of Meeting Minutes



Agenda

4. Committee Chairman's Report



Agenda

5. Chief Executive Officer's Report



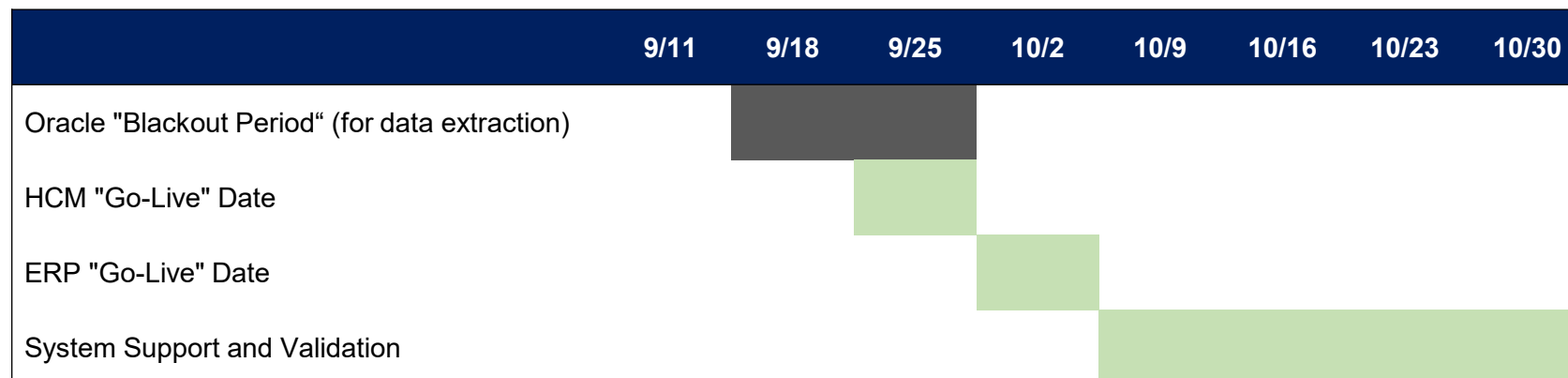
Agenda

6. Chief Financial Officer's Report



Oracle Implementation Update

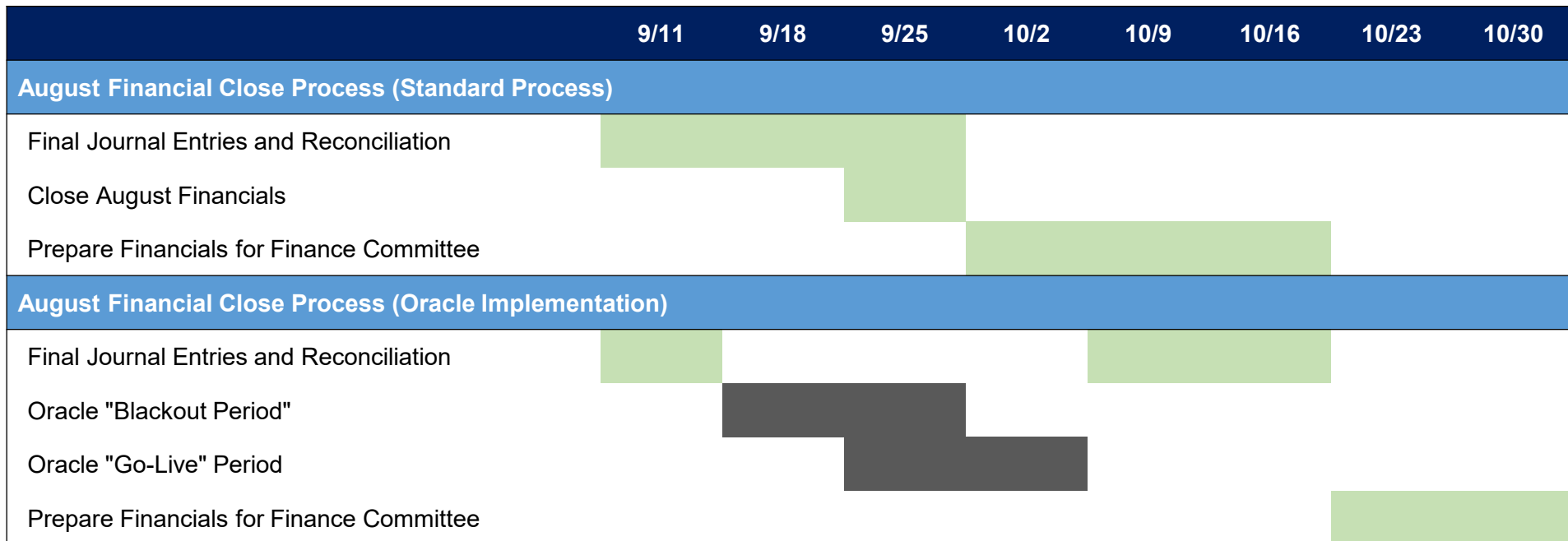
- RTA's new Enterprise Resource Planning ("ERP") and Human Capital Management ("HCM") platform went live on 10/1
- RTA is currently in the immediate "post go-live" period, with the following key tasks still underway:
 - Post-go live system testing and data validation
 - Follow-up training and support for staff
 - Final process mapping and reporting confirmation
- Because of the "blackout period" during September and full staff transition to the new system during early October, several Departments are currently completing August and September tasks within the new system





Impact of Oracle Implementation on Financials

- The Accounting Department paused its final reconciliation process for the August financials during September / October for the Oracle implementation to allow for (1) data extraction and (2) staff transition onto the new system
- The Accounting Department is currently processing the August financials and ensuring consistency of reporting in Oracle with the goal of completion by end of October





Procurement

Purchase Orders Less than \$100K
(September 1, 2023 – September 15, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRIPTION	TRANS	REFERENCE	ORDER TOTAL
915249	Snap On Equipment	1430006	Bus Maintenance	8/31/2023	Bus Repairs	\$ 1,320.45
915251	ADT Commercial LLC	1284306	Building Maintenance	9/1/2023	Fire Alarm Panel Repairs	\$ 3,241.26
915252	TEXT Marks	1290002	IT	9/1/2023	Sms Services	\$ 13,188.00
915245	Southwire Transit	1430099	Streetcar Maintenance	8/31/2023	Streetcar Repairs	\$ 6,793.51
915254	MODEL1	1450006	Vehicle Maintenance	9/1/2023	Vehicle Repairs	\$ 1,437.26
915255	RTA Fleet	1430099	Streetcar Maintenance	9/1/2023	Streetcar Repairs	\$ 1,287.33
915253	Reliable Transmission Service	1430002	Bus Maintenance	9/1/2023	Bus Repairs	\$ 11,429.38
915256	Oxi Ferrice	1450006	Vehicle Maintenance	9/1/2023	Vehicle Repairs	\$ 4,545.00
915263	Controltek	1260002	Money Room	9/5/2023	Supplies	\$ 2,897.12
915258	ADT Commercial LLC	1284306	Building Maintenance	9/1/2023	Fire Alarm Panel Repairs	\$ 73,432.00
915261	Brookville Equipment	1450006	Streetcar Maintenance	9/1/2023	Streetcar Repairs	\$ 93,415.14
915259	Creative Bus Sales	LA2022-022	Revenue Vehicle	9/1/2023	Paratransit Van	\$ 83,927.00
915260	Pointer Smith	1430099	Streetcar Maintenance	9/1/2023	Tamping Machine Rental	\$ 27,450.00
911980-019	Infinity Engineering	LA950006	Infrastructure	9/1/2023	A&E Services	\$ 53,821.20
915269	Mile X Equipment	1284302	Building Maintenance	9/5/2023	Building Repairs	\$ 4,739.00
915268	Acadian Cypress	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$ 3,594.80
915267	Gar-Ren Tool	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$ 13,600.00
915265	Amsted Rail	1430099	Streetcar Maintenance	9/6/2023	Streetcar Repairs	\$ 3,754.16
915270	Grainger	1430099	Streetcar Maintenance	9/6/2023	Streetcar Repairs	\$ 3,754.16
915274	Vehicle Parts & Equipment	1430099	Streetcar Maintenance	9/7/2023	Streetcar Repairs	\$ 2,891.10
915266	ADT Commercial LLC	1284399	Building Maintenance	9/5/2023	Fire Alarm Panel Repairs	\$ 63,695.00
915264	Dixie Industries	1430099	Streetcar Maintenance	9/5/2023	Streetcar Repairs	\$ 24,951.48
915262	Reeder Distributors	1284399	Building Maintenance	9/5/2023	Repair Ec060 Underground Lift	\$ 96,733.00
915277	AirGas USA	1430099	Streetcar Maintenance	9/11/2023	Supplies	\$ 4,171.69
915280	Driveline N Automotive Machine Shop	1430004	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$ 2,771.66
915281	Sunbelt	LA2019-019	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$ 2,705.15
915283	New Flyer	1430002	Bus Maintenance	9/11/2023	Bus Repairs	\$ 12,918.28
915284	Fastenal	1430099	Streetcar Maintenance	9/11/2023	Streetcar Repairs	\$ 3,732.76
915285	Goodyear Tire & Rubber	1430006	Vehicle Maintenance	9/11/2023	Automotive Tires	\$ 6,162.99
915288	Creative Bus Sales	1450006	Vehicle Maintenance	9/11/2023	Vehicle Repairs	\$ 1,752.30
915289	Bergeron Motors	1430006	Vehicle Maintenance	9/11/2023	Vehicle Repairs	\$ 2,167.47
915293	Office Depot	1780002	Finance	9/11/2023	Office Supplies	\$ 10,000.00

Procurement (cont.)

Purchase Orders Less than \$100K
(September 1, 2023 – September 15, 2023)

PURCHASE ORDER #	VENDOR	COST CENTER	COSTER CENTER DESCRIPTION	TRANS	REFERENCE	ORDER TOTAL
915295	Lemme Massage You LLC	1770002	Human Resources	9/11/2023	Employee Event	\$ 2,160.00
915296	American Traction Systems	1430016	Streetcar Maintenance	9/12/2023	Streetcar Repairs	\$ 1,900.00
915298	FAAC Inc	1410002	Training	9/12/2023	Warranty	\$ 8,977.23
915300	Kenworth of Louisiana	1430002	Bus Maintenance	9/13/2023	Bus Repairs	\$ 7,126.23
915301	Preteckt	1430002	Bus Maintenance	9/13/2023	Predictive Bus Maintenance	\$ 6,000.00
915302	Angeltrax	1294399	IT	9/13/2023	Systems Maintenance	\$ 12,324.98
915303	Grainger	1430099	Streetcar Maintenance	9/13/2023	Streetcar Repairs	\$ 2,946.52
915307	4Imprint	1420009	Training	9/13/2023	Supplies	\$ 2,684.70
915299	ABB Inc	1410002	Streetcar Maintenance	9/13/2023	Training	\$ 15,344.00
915308	SPS Commerce	1760002	Marketing	9/14/2023	Subscription	\$ 1,248.00
915292	Benton Tree Service	1430099	Roadway	9/11/2023	Tree Pruning	\$ 81,295.00
915290	Southern Strategy Group	1720002	Executive	9/11/2023	Government Lobbying	\$ 90,000.00
915291	Bayou Brands	1710002	Marketing	9/11/2023	Retail Items	\$ 57,500.00
915310	Janek corporation	1430099	Streetcar Maintenance	9/14/2023	Streetcar Repairs	\$ 4,200.00
915311	Eddie's Hardware	1430099	Bus Maintenance	9/14/2023	Materials And Supplies	\$ 4,028.68
915312	Bulldog Group	1430099	Streetcar Maintenance	9/14/2023	Materials And Supplies	\$ 2,348.85
915305	Fow Energy and Environmental	1284399	Building Maintenance	9/13/2023	Hvac Repairs	\$ 15,264.00
915304	Enghouse	1290002	IT	9/13/2023	Software Maintenance	\$ 40,463.00
915315	Tri State Refrigeration	1430002	Bus Maintenance	9/15/2023	Bus Repairs	\$ 1,339.66
915309	The HON Company	1780002	Infrastructure	9/15/2023	Furniture	\$ 11,091.96
913394-002	Kenworth of Louisiana	1430002	Bus Maintenance	9/15/2023	Change Order - Bus Parts	\$ 50,000.00
915313	Cummins	1430002	Bus Maintenance	9/15/2023	Bus Engine Parts	\$ 50,000.00
915314	Kenworth of Louisiana	1430002	Bus Maintenance	9/15/2023	Bus Repairs	\$ 31,821.08
915319	Reliable Transmission Service	1430003	Bus Maintenance	9/15/2023	Bus Transmission Repairs	\$ 50,000.00
912803-001	ADT Commercial LLC	1284399	Building Maintenance	9/15/2023	Fire Alarm Panel Repairs	\$ 56,586.00
915320	Cummins	1430002	Bus Maintenance	9/15/2023	Bus Engine Repairs	\$ 46,241.95
915318	Thermo King Sales	1430002	Bus Maintenance	9/15/2023	Bus Ac Parts	\$ 40,000.00
915324	Blackstar Diversified Enterprise	1430099	Streetcar Maintenance	9/15/2023	Streetcar Repairs	\$ 45,000.00
915043-002	NAPA	1450006	Vehicle Maintenance	9/15/2023	Change Order-Vehicle Repair Parts	\$ 95,500.00
915322	Pointer Smith	1450099	Streetcar Maintenance	9/15/2023	Equipment And Repairs	\$ 59,425.00

Total:

\$ 1,210,733.04



Proposed 2024 Budget Timeline:

Finance Committee Meeting Presentation- 11/9/2023 (Draft)

Budget Hearings- 11/10/2023-11/21/2023(Invitations to follow)

City Council Hearings: 11/13/2023

November Board Presentation: 11/14/2023 (Draft)

Final Budget Presentation to Finance Committee: 12/7/2023

Final Budget Presentation to Board: 12/12/2023
(will need motion to adopt the budget)

Questions?





Agenda

7. Report by the Office of Internal Audit and Compliance (OAIC)

[Internal Audit Q3 Update]

23-167



Past OIAC Audit Activity

2021 Audit Activity		
Audit	Status	Description
SOP Catalogue Inventory	Ongoing Project	OIAC is actively working with RTA management to catalogue and review departmental SOPs.
OTP Calculation and Reporting Process Audit	Completed	OIAC conducted a performance audit of OTP resulting in 5 findings.
ISMA for Safety Triennial Internal Audit	Completed	OIAC conducted this audit to address internal safety reviews required by the Agency Safety Plan (ASP) resulting in 4 findings.
2022 Audit Activity		
Audit	Status	Description
Fixed-Route Service Planning Audit	Completed	OIAC conducted an audit of processes and procedures relating to fixed-route service planning resulting in 3 findings.
Timekeeping and Payroll Management Audit	Completed	OIAC conducted an audit of timekeeping and payroll processes and procedures resulting in 6 findings.

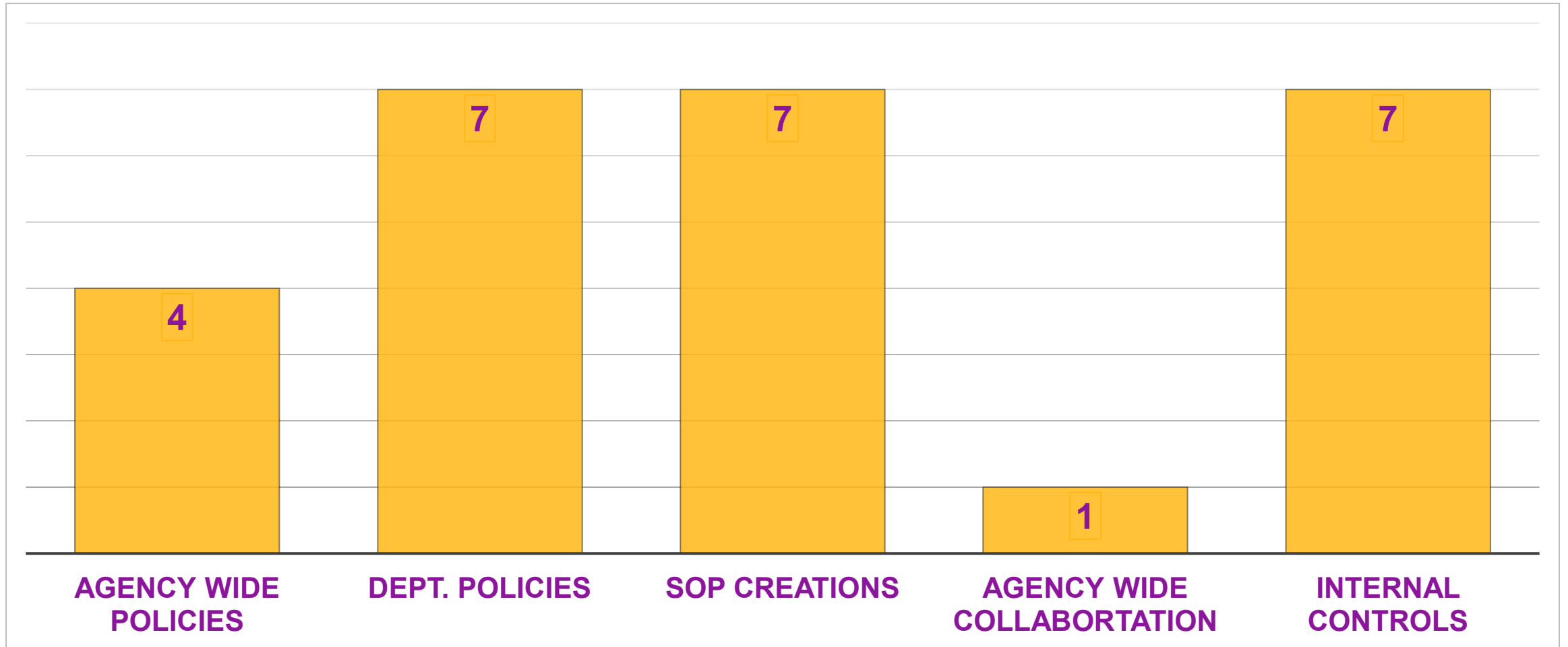


Current OIAC Audit Activity

Completed 2023 Audit Activity		
Audit	Status	Description
OPEB Benefits Plan Audit	Completed	OIAC conducted a performance audit of OPEB resulting in 4 findings.
Maintenance Inventory Management Audit	Completed	OIAC conducted an audit of Maintenance Inventory. The audit resulted in 1 observation and 4 findings

Upcoming Audit Activity		
Audit	Status	Description
ATU Contract Performance & Compliance Audit	Audit Research & Planning	An audit to assess the performance and compliance of ATU contracts.
IT-Systems and Applications Audit	Upcoming Project	An audit to determine if systems and applications are regulated, dependable, efficient, secure, and effective..

Findings & Corrective Actions





Status of Corrective Actions and Findings

Audit	# of Findings	Corrective Actions Taken	Corrective Actions Started	Corrective Actions Outstanding
OTP Calculation and Reporting Process	5	3	1	1
ISMA for Safety Triennial Internal Audit	4	2	2	0
Fixed-Route Service Planning	3	0	2	1
Timekeeping and Payroll Management	6	2	2	2
OPEB Benefits Plan	4	1	2	1
Maintenance Inventory	4	2	2	0



2023 Internal Audit Risk Assessment

1. Work to Identify Risk

- Surveys, Interviews, and Public Information

2. Analyze Risks

- Financial Analysis, Operational Analysis, Regulatory Review, and Performance Against Strategic Goals and Objectives

3. Evaluate

- Identified Risks are Measured and Scored Based on Impact and Likelihood





2023 Risk Assessment

Benefits of conducting a risk assessment include:

- **Identifying risks and controls to help improve decision making and the allocation of resources**
- **Allowing for better accountability, assurance, and governance**
- **Allowing internal audit teams to get a full picture of organizational risk factors.**
- **Helping inform which internal audits should be performed and when**
- **Offering insights into what the most effective use of time will be, making the audit more efficient and effective**



2023 Risk Assessment

Financial Risk	Operational Risk
<ul style="list-style-type: none">➤ Control Risks➤ Financial Accounting and Reporting Risks➤ Fraud Risks	<ul style="list-style-type: none">➤ Process Risks➤ Security Risks➤ Resource/Cost Risks
Compliance Risk	Reputational/Inherent Risk
<ul style="list-style-type: none">➤ Management Risks➤ Contract Risks➤ Conduct Risks➤ Regulatory/Legal Risks	<ul style="list-style-type: none">➤ Human Risks➤ Economic Risks➤ Cultural/Political Risks



2023 Risk Assessment

Next Steps:

- **Once completed, the OIAC will finalize a Risk Assessment Report**
- **The report will be the blueprint for how the OIAC will plan its future audits**
 - The 2024 Audit Plan will be presented at the January Meeting
- **As information, technology, and operations change, the risk assessment will morph and adjust on a continuous basis.**

Questions?





Agenda

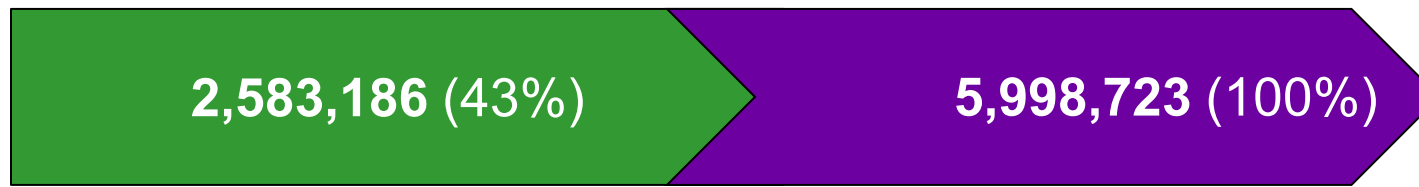
8. DBE Report

Contract Awards September 2023

\$5,998,723 in contracts were awarded

- \$2,583,186 was awarded to DBE firms.
- Of the DBE contracts \$2,583,186 was awarded to DBE Prime Contractors and \$1,026,565 was awarded to SBE Prime Contractors.

Total DBE participation (commitment) is 43%.





Agenda

Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
CMAR – Canal Street Ferry Terminal (Construction)	\$19,861,432	\$2,979,214	15%	16%	8/2023
Disaster Recovery Grants Management and Administration	\$137,888	\$67,565	49%	39%	12/2023
Transit Ferry Services	\$8,442,843	\$842,442	10%	29%	1/2024
OSHA Program Development and Training	\$203,800	\$203,800	100%	0%	1/2024



Agenda

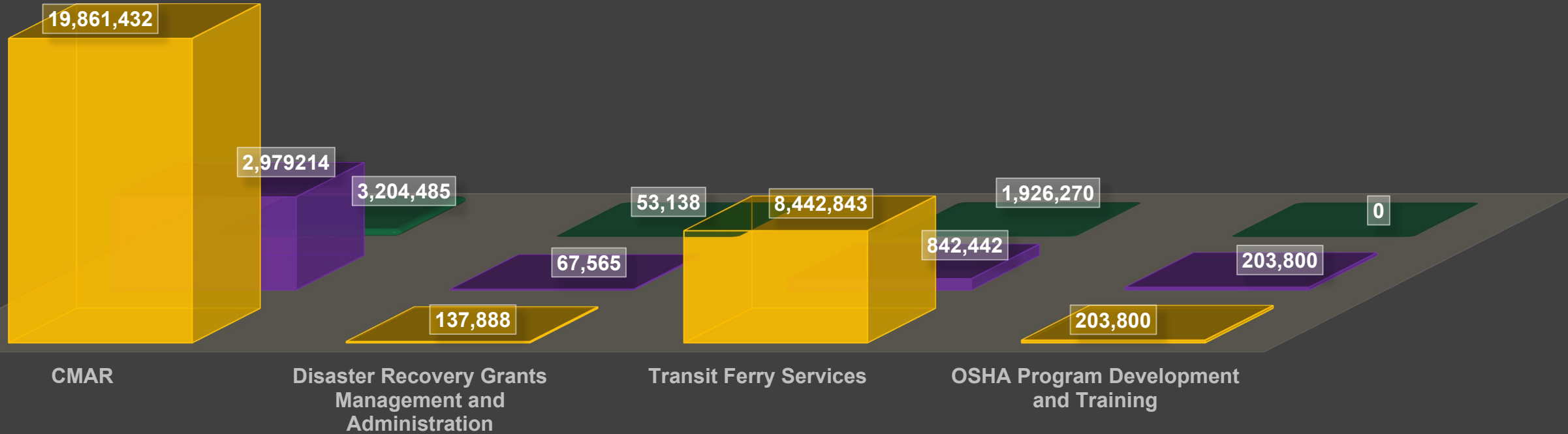
Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
On Call Technical Safety Support	\$391,850	\$391,850	100%	28%	10/2024
Napoleon Facility Renovation & Upgrade	\$4,983,128	\$1,460,536	30.8%	11%	11/2023
Rampart Streetcar Line: Emergency Repair Project	\$1,271,000	\$141,204	13.83%	0%	12/2023

■ Contract Amount

■ DBE Goal

■ DBE Goal Achieved

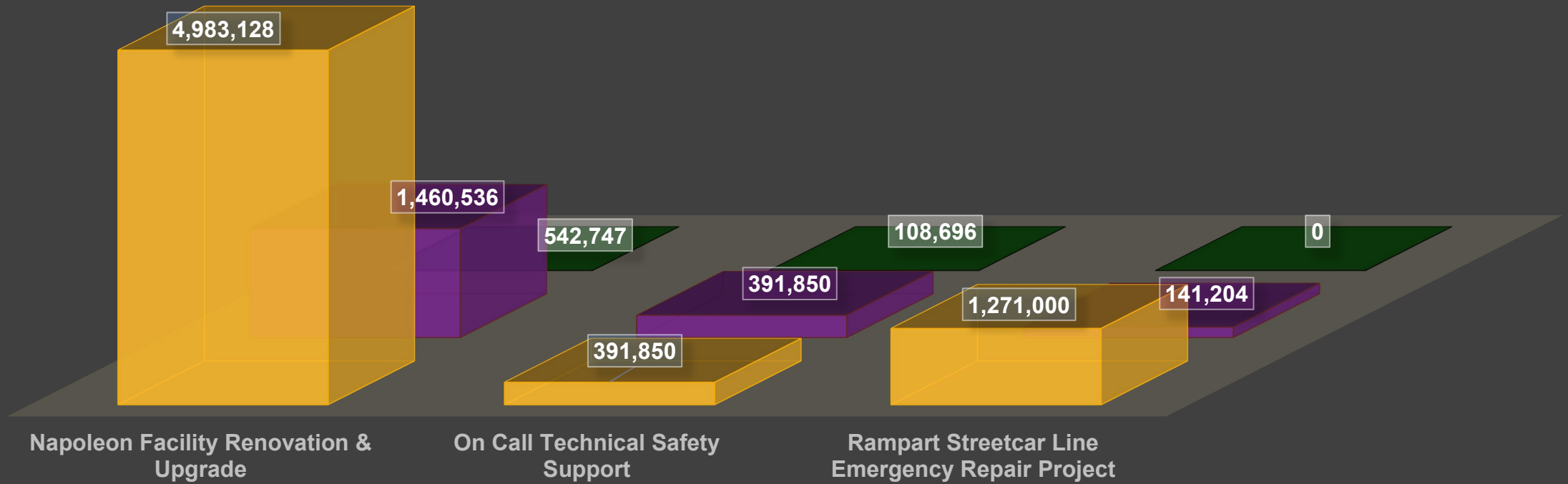


Current DBE Projects

Contract Amount

DBE Goal

DBE Goal Achieved



Current DBE Projects



Agenda

Current SBE Projects

Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
DBE Consulting Services	\$181,682	\$181,682	100%	75%	12/2023
Construction Cost Audits	\$78,902	\$78,902	100%	78%	11/2023
Bus Rapid Transit Feasibility Study	\$599,949	\$599,949	100%	83%	11/2023
On Call A&E Services for Design of Interim Downtown Transit Hub	\$94,000	\$94,000	100%	80%	9/2023



Agenda

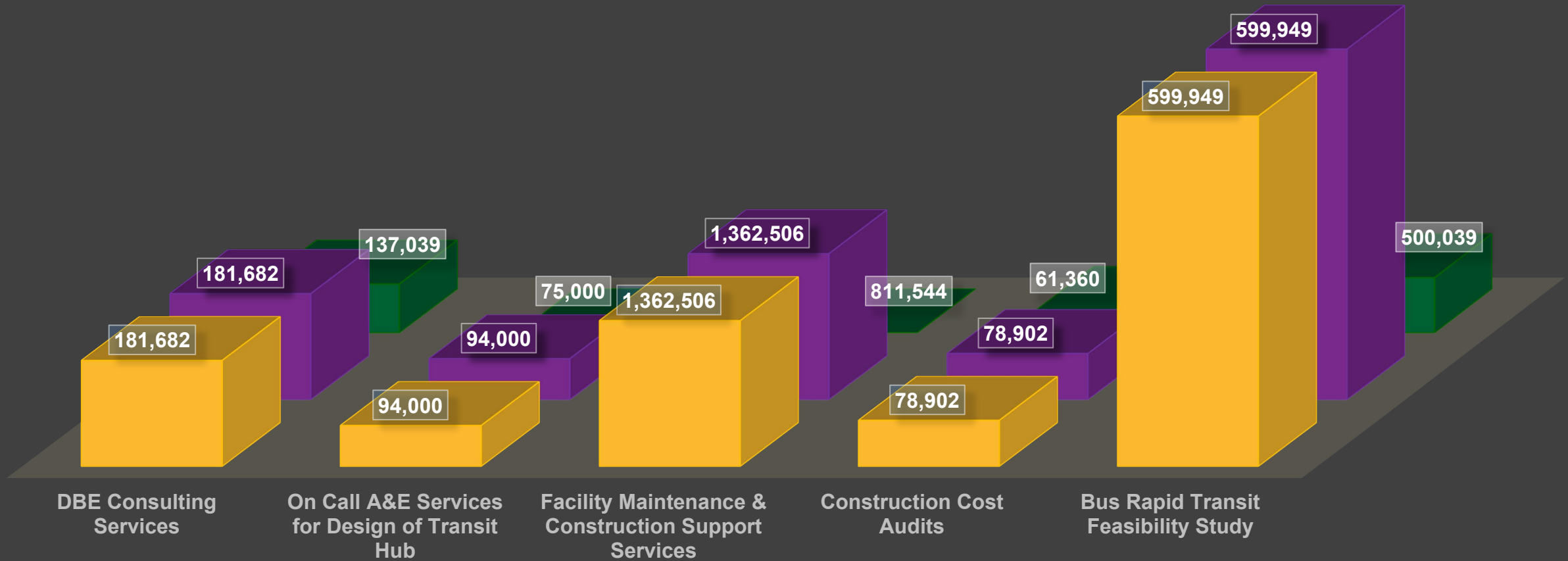
Current SBE Projects

Project	Contract Amount	SBE Goal	SBE Goal	% Goal Achieved	Tentative Completion Date
Facility Maintenance & Construction Support Services	\$1,362,506	\$1,362,506	100%	60%	12/2023
Leadership & Change Management Training	\$449,200	\$449,200	100%	99%	8/2023
Temporary Janitorial Services	\$1,004,000	\$1,004,000	100%	99%	9/2023
Advertising Campaigns & Media Buying Services	\$400,000	\$400,000	100%	30%	2/2024
Non-Advertisement Bus Shelters	\$745,270	\$745,270	100%	0%	12/2023

Contract Amount

SBE Goal

SBE Goal Achieved

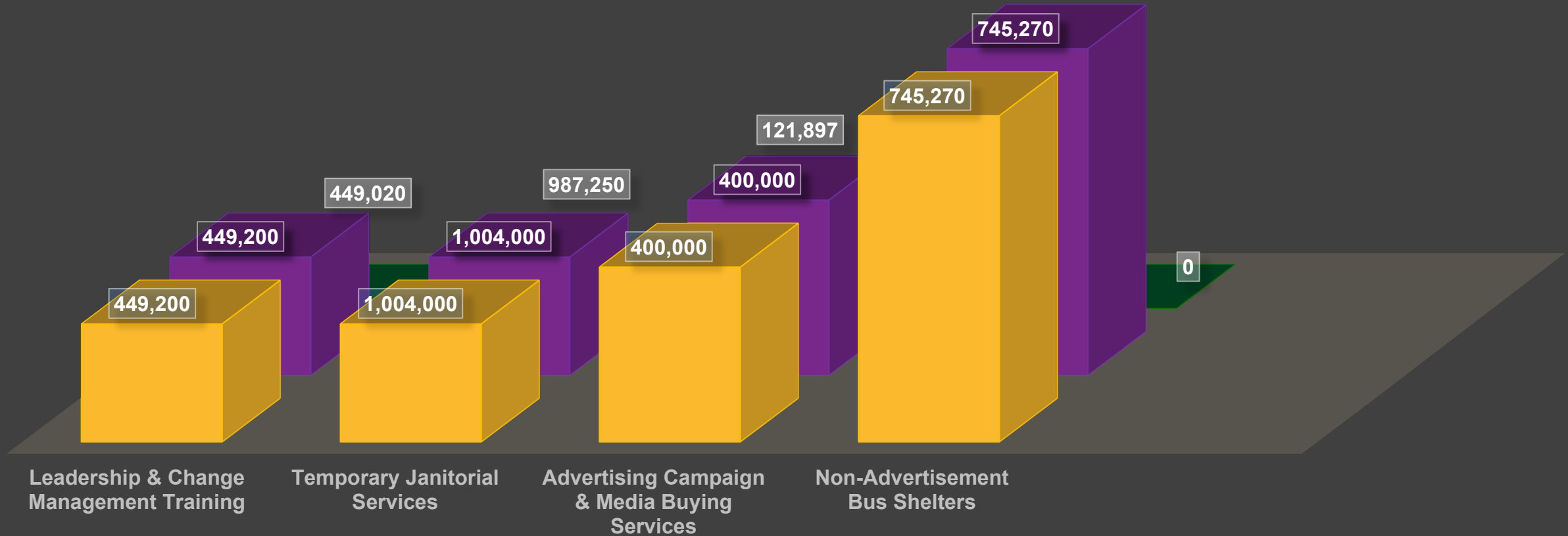


Current SBE Projects

Contract Amount

SBE Goal

SBE Goal Achieved



Current SBE Projects



Agenda

Upcoming DBE/SBE Projects

DBE/SBE Goal

RFP 2023-001 Transit Security Services
(Pending Award)

23% DBE

IFB 2023-012 Janitorial Services
(To be awarded at October Board Meeting)

100% SBE

IFB 2023-018 Work Tree Pruning
(Awarded - Awaiting contract signatures)

100% SBE

Transfer Hubs Programming Project
(Awarded – On Call A/E)

100% SBE

DBE/SBE Business Development Trainings





DBE Workshop: Responding to Bids and Requests for Proposals

Learn best practices for developing a competitive proposal, including positioning the firm to move quickly on submitting bid proposals, creating a winning scope sheet, developing, and offering a value proposition and putting your plans into action. Contractors will learn how to win public and private sector contracts.

Next Workshop: Tuesday, October 24th from 5:30pm to 7:30pm
Topic: “Responding to Bids and RFP’s. Bid Better, Win More and Grow Your Business”

Finance Committee Meeting



Agenda

DBE/SBE Outreach Events



Back for the Win!

We're back! Join us in the Rivergate Room at the New Orleans Ernest N. Morial Convention Center for our 2023 Q3 "WIN with MCCNO" event hosted by **Rocsean Spencer**, the Convention Center's Chief Diversity Officer. The event will feature the **River District Neighborhood Investors** team as they introduce their procurement process and the upcoming opportunities to the SEB community. We look forward to seeing everyone there, and to continue growing New Orleans' small and emerging business community.

Tuesday, August 29 @ 10 a.m.

Rivergate Room at the
New Orleans Ernest N. Morial Convention Center
(Julia St. entrance)



SMALL & EMERGING BUSINESSES
ERNEST N. MORIAL NEW ORLEANS EXHIBITION HALL AUTHORITY



GO BEYOND

SEPT 20-21, 2023
ROOSEVELT HOTEL | WALDORF ASTORIA
NEW ORLEANS, LA 70112
www.wberesouth.org/events



REGISTER TODAY



WHO SHOULD ATTEND?

- Certified WBE Suppliers
- Supplier Diversity Champions
- Founders & CEOs
- Procurement Professionals
- C&A Specialists
- Future Entrepreneurs

WBESOUTH
WOMEN'S BUSINESS ENTERPRISE COUNCIL



Agenda

RTA Mentor-Protégé Program

Mentors Focus Group – Friday, October 6



Questions?





Agenda

9. Chief Planning and Capital Project Officer's Report



Open Projects: Construction

Canal Street Ferry Terminal

Contracting:

Engineer: Infinity Engineering Consultants LLC

Contractor: Woodward/APC

Contracting Strategy: CMAR

Project Costs:

Design & Construction: \$36.4 million

Status:

- Wharf: **Substantially complete**
- Terminal Building: **Substantially complete**
- Towers: **Substantially complete**

Schedule:

- Substantial Completion: May 2023
- Audubon Riverfront Enhancements: Complete
- Punchlist Complete/Closeout: December 2023
- Riverfront streetcar Canal to Poydras: **January 2023**





Open Projects: Construction

Napoleon Facility Stabilization

Contracting:

Engineer: Landmark

Contractor: C.D.W. Services LLC

Contracting Strategy: D/B/B

Project Costs:

- Construction: \$4,742,000

Status:

- Window installation complete
- Roof panel installation complete
- Installing sprinkler/life safety system

Schedule:

- Anticipated Substantial Completion: [December 2023](#)





Open Projects: Construction

Rampart Streetcar Restoration

Engineer: AECOM

Contractor: Walter J Barnes Electric

Contracting Strategy: D/B/B

Project Costs:

- Construction: \$1.22 million

Status:

- OCS Re-tensioning complete to Iberville St
- 2 interim light poles installed
- Foundation for 2 remaining OCS poles waiting S&WB repairs

Schedule:

- Anticipated Substantial Completion: [December 2023](#)
- Revenue service begins: January 2024





Open Projects: Procurement

2023 Shelter Installation

Engineer: Infinity

Contractor: Pivotal Engineering

Contracting Strategy: D/B/B

Project Costs:

- Design: \$112,000
- Construction: \$1,062,100 (20% contingency)

Status:

- Shelters ordered
- Permits in currently being procured

Schedule:

- Construction NTP: September 2023
- Anticipated Substantial Completion: [December 2023](#)





Open Projects: Design

Carrollton Double-Crossover

Replace double-crossover trackwork on St Charles streetcar at Carrollton terminus

Engineer: Infinity

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$1.9M (80% grant funded)

Schedule:

- Design 100% complete: Complete
- Rail materials: Delivered
- Construction Procurement: [November 2023](#)
- Construction NTP: [January 2024](#)





Open Projects: Design

Zero Emission Bus Pilot

Purchase of three (3) electric buses and the charging infrastructure. Engineering is included in the purchase.

Contracting:

Engineer: TBD

Contractor: New Flyer

Contracting Strategy: Named partner

Project Budget:

Total: \$5,705,938 (80% grant funded)

Status:

- Finalizing grant award

Schedule:

- NTP for Design: August 2023
- Design 100% complete: [January 2024](#)
- Construction NTP: [March 2024](#)
- Electric Bus Roll Out: December 2024





Open Projects: Design

UPT Admin Offices

Renovate 2nd floor of Union Passenger Terminal (UPT) for administrative

Contracting:

Engineer: MSMM

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$5,000,000 (80% grant funded)

Schedule:

- Complete lease agreement: [Underway](#)
- Design 100% complete: [January 2024](#)
- Construction NTP: March 2024





Open Projects: Design

Algiers Ferry Buildings Renovation

Engineer: TBD (On-call A&E Pool)

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$9,580,000 (80% grant funded)

Description:

Rehabilitate and modernize the 40-year-old Algiers Ferry Terminal for modern vessels and access, add Marine administrative offices, develop concessions/public space. Renovate Lower Algiers Maintenance Facility.

Schedule:

- Assign Task to On-Call A/E Firm: [October 2023](#)
- Community design input: [January – March 2023](#)
- Solicit for Construction Contractor: [October 2024](#)
- Construction NTP: [December 2024](#)
- Substantial Completion: [December 2025](#)





Open Projects: Design

Algiers Ferry Barges Replacement

Engineer: TBD (On-call A&E Pool)

Contractor: TBD

Contracting Strategy: D/B/B

Project Budget:

Total: \$13,670,000 (80% grant funded)

Description:

Replace landing barges at Algiers Point and Lower Algiers with new, standardized design for interoperability between ferry landing locations.

Schedule:

- Assign Task to On-Call A/E Firm: [October 2023](#)
- Solicit for Construction Contractor: [July 2024](#)
- Construction NTP: [September 2024](#)
- Substantial Completion: [September 2025](#)





Open Projects: Planning

BRT: East-West Bank Corridor

Contracting:

Planning: ILSI/HNTB/Hawthorne

Engineer: TBD

Contractor: TBD

Contracting Strategy: CMAR

Project Budget:

Planning: \$600,000

Design/Construction: \$250-350 million



Schedule:

- Submit CIG Entry Application: **Complete**
- RFQ for PM/CM Services: **November 2023**
- RFQ for Preliminary Design/Environmental: **November 2023**
- NTP Design/Environmental: **January 2024**
- Ratings Request Application for CIG: TBD



Open Projects: Planning

Transfer Hubs Programming

Develop standard for hub types of varying sizes and requirements; establish design program for 6 transfer hub locations based on operational and rider requirements

Contracting:

Planning: Manning Architects

Project Budget:

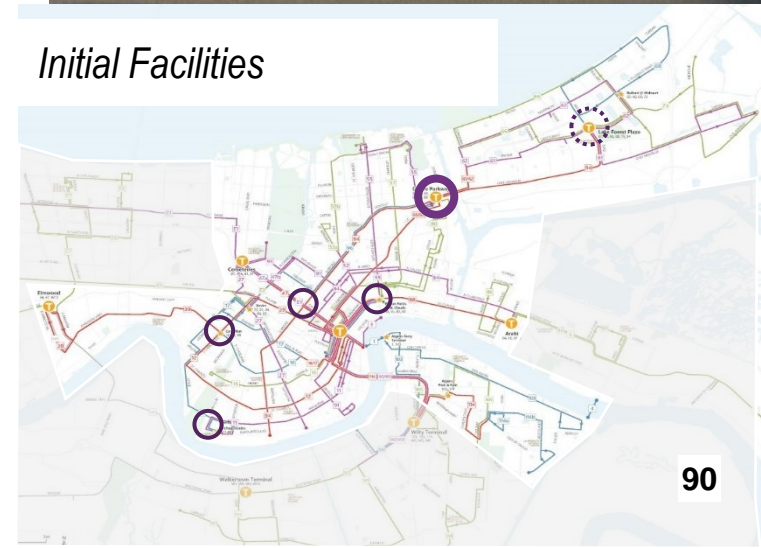
Planning: \$116,000

Schedule:

- Project Launch: September 2023
- Submit Environmental Documentation: November 2023
- Study Completion: March 2024



Initial Facilities





Grants / Funding Request

Grant Program	Funding Request	Status	Federal Amount Awarded	Scope Request
Capital Investment Grant (CIG): Small Starts	N/A	Submitted	N/A	BRT Design/Environmental
Transit Security Grant Program (FEMA)	\$1.4M Fed (100%)	Submitted	TBD	Site hardening; video upgrades; surge patrol; public awareness campaign;
Next 100-Year Challenge (GNOF)	N/A	Awarded	N/A	Community engagement for new universal shelter design
Transit Oriented Development (TOD) Pilot Program	\$800,000 Fed \$200,000 RTA	Submitted	TBD	Develop TOD land-use regulations, station area plans and opportunity sites along BRT
All Stations Accessible Program (ASAP)	TBD	NOFO release Q4 2023	TBD	Design/construction of ADA stations on all streetcar routes



Grants / Funding Request

Grant Program	Funding Request	Status	Federal Amount Awarded	Scope Request
Capital Investment Grant (CIG): Small Starts	N/A	Submitted	N/A	BRT Design/Environmental
Transit Security Grant Program (FEMA)	\$1.4M Fed (100%)	Submitted	TBD	Site hardening; video upgrades; surge patrol; public awareness campaign;
Next 100-Year Challenge (GNOF)	N/A	Awarded	N/A	Community engagement for new universal shelter design
Transit Oriented Development (TOD)	\$800,000 Fed \$200,000 RTA	Submitted	TBD	
All Stations Accessible Program (ASAP)	TBD	NOFO release Q4 2023	TBD	Design/construction of ADA stations on all streetcar routes

Questions?





Agenda

10. Procurements

A. Authorizations:

Streetcar Motor Repair Contract	23-128
Janitorial Services Contract-KSM	23-161

B. Amendments:

Change Order for Transit Security Services	23-153
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11. Audience Questions & Comments



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12. New Business



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13. Adjournment