



## 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	August 14, 2025
Change Order ID	390

**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	6152541.72
Adjusted Contract Value	7161461.72
Current Change Order Value	643091
Revised Contract Value	7804552.72

**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 team began the process of researching and identifying a new security vendor, however, due to the technical complexity of the requirements, which exceeded internal expertise, we were unable to complete the evaluation within the expected timeframe. We are now in the process of engaging with technical consultants to support a new selection, but in the interim, an additional change order is necessary to maintain security services with the current vendor. Staff is requesting an extension of the current services (at existing levels) through February 28, 2026.

**D. Type of Change Request: Administrative**

**E. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?	
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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: August 14 2025

**Risk Management:**

Include Standard Insurance Provisions Only?	<u>No</u>
Include Additional Insurance Requirements Attached ?	<u>false</u>

Risk Management Analyst: Marc L Popkin  
Signature: Marc L Popkin  
Date: August 15 2025

**G. Funding Source:**

Independent Cost Estimate (ICE): \$643,091.00

Projected Total Cost: \$643,091.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$643,091.00	
Projected Fed Cost	State	Local	Other
		\$643,091.00	

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: **August 14 2025**

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**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	
SBE % Goal	0

Director of Small Business Development: **Keziah Lee Cawthorne**  
Signature: *Keziah Lee Cawthorne*  
Date: **August 17 2025**

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DBE/EEO Compliance Manager **Keziah Lee Cawthorne**  
Signature: *Keziah Lee Cawthorne*  
Date: **August 17 2025**

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

Department Head: **Don E. Washington**  
Signature: *Don E. Washington*  
Date: **August 14 2025**

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Chief: **Michael J Smith**  
Signature: *Michael J Smith*  
Date: **August 14 2025**

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Director of Procurement: **Ronald Gerard Baptiste**  
Signature: *Ronald Gerard Baptiste*  
Date: **August 18 2025**

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**Required if Total Cost above \$15K**  
Chief Financial Officer: **Gizelle Johnson-Banks**  
Signature: *Gizelle Johnson-Banks*  
Date: **August 18 2025**

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**Required if Total Cost above \$50K**  
Chief Executive Officer: **Lona Edwards Hankins**  
Signature: *Lona Edwards Hankins*  
Date: **8/18/2025 3:03 PM**