



Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	234
ProjectSchedule Delivery Date	November 30, 2026
Technical Specs attached	No
Scope of Work attached	Yes

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

Name: RABALAIS, RAFE

Title: DIRECTOR OF CAPITAL PLANNING

Ext: 8361

B. Name of Project, Service or Product:

East-West Bank Bus Rapid Transit Preliminary Engineering and NEPA Clearance

C. Justification of Procurement:

The purpose of this solicitation is to select a designer/engineer who will complete the preliminary design and engineering of the planned BRT corridor. This phase will take the design to an approximately 30% level of completion. The design team will also be tasked with furnishing all of the materials, technical reports, and analyses to complete project review under the National Environmental Policy Act (NEPA). The design team will also be tasked with securing NEPA approval. This work is a critical initial design step to realizing the RTA's goal of a completed BRT route, in accordance with our adopted Strategic Mobility Plan and Capital Investment Program. Note that the funding source for this work is entirely federal as the federal source is ARP funds (LA-2023-008).

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Yes

Director Grants / Federal Compliance	Alisa P Maniger
Signature	Alisa P Maniger
Date	March 10 2025

E. Information Technology:

IT Dept Head	Sterlin J Stevens
Signature	Sterlin J Stevens
Date	3/19/2025 7:46 PM

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

Additional Safety Requirements Attached:



Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	March 13 2025

G. Risk Management:

Include Standard Insurance Provisions Only?

Yes

Include Additional Insurance Requirements Attached ?

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	March 13 2025

H. 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	Budget Code
Year-1		
Year-2		
Year-3		
Year-4		
Year-5		
Total all years		

Independent Cost Estimate (ICE): \$5,322,955.00

Projected Total Cost: \$5,300,000.00

Funding Type: Federal

Grants or Capital Project ID: 2021-FG-01

Federal Funding	State	Local	Other
\$6,025,000.00			
Projected Fed Cost	State	Local	Other
\$5,300,000.00			

FTA Grant IDs	Budget Codes
LA2023-008 - 44.27.00A	
LA2023-008 - 44.27.00B	



Budget Analyst	
Signature	
Date	

I. DBE/SBEGoal:

% DBE	30.5
% Small Business	0

Director Business	Small	Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		March 13 2025

DBE/EECompliance Manager		Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		March 19 2025

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

Department Head	Rafe Rabalais
Signature	<i>Rafe Rabalais</i>
Date	March 10 2025

Chief	Dwight Daniel Norton
Signature	<i>Dwight Daniel Norton</i>
Date	March 13 2025

Director Procurement	of	Ronald Gerard Baptiste
Signature		<i>Ronald Gerard Baptiste</i>
Date		March 19 2025

FOR PROCUREMENT USE ONLY

Type of Procurement Request:

RFP - Request for Proposal

Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

Request for Quote (RFQ) This type of solicitation is often used to determine current market pricing.

Request for Proposal (RFP) This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

Sole Source (SS) this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

State Contract (SC) this procurement is via a State competitive procurement

Two-step Procurement - request for qualifications step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price



proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

Required if Total Cost above \$15K	
Chief Financial Officer	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	March 22 2025

Required if Total Cost above \$50K	
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	March 22 2025