



## 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.

<b>Date Created</b>	October 23, 2023
<b>Change Order ID</b>	155

**A. Department Representative to participate in procurement process.**

**Name:** QUEZERGUE, ROSE  
**Title:** INFRASTRUCTURE PROJECT MANAGER II  
**Ext:** 15048278304

**B. Contract Information:**

<b>Contract Number</b>	2011-019
<b>PO Number</b>	911565
<b>Contract Title</b>	Napoleon Facility Rebuild

**Contract-History:**

<b>Original Award Value</b>	281461
<b>Previously Executed Change Order Value</b>	213068.07
<b>Adjusted Contract Value</b>	494529.07
<b>Current Change Order Value</b>	233758.36
<b>Revised Contract Value</b>	728287.43

**C. Justification of Change Order**

Change Order #10 is for Landmark Consulting to receive a base contract adjustment. Their original contract totaled \$281,461.80 and was based on a construction budget of \$2,298,878.00. The contractor, CDW Services, contract award was \$4,742,000.00. Landmark Consulting's basic service contract had not been modified to account for the escalation in construction cost over the last eleven years. This project was delayed multiple times with multiple changes in scope, budget and complexity. The value of this change order is \$233,758.36.

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

**E. Certification of Authorized Grant:**

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



If yes see explanation (attachments are in the SharePoint folder for this request)	
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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: **November 21 2023**

**Risk Management:**

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

Risk Management Analyst: **Marc L Popkin**  
 Signature: *Marc L Popkin*  
 Date: **November 21 2023**

**G. Funding Source:**

Independent Cost Estimate (ICE): **\$232,700.00**  
 Projected Total Cost: **\$233,758.36**  
 Funding Type: **Local**

Federal Funding	State	Local	Other
		<b>\$1,000,000.00</b>	
Projected Fed Cost	State	Local	Other
		<b>\$233,758.36</b>	

FTA Grant IDs	Budget Codes
	<b>01-0000-1501-000-00-00-00000-00000</b>

Budget Analyst: **Eugenie Fenerty**  
 Signature: *Eugenie Fenerty*  
 Date: **November 16 2023**



**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.):**

<b>DBE % Goal</b>	<b>30.8</b>
<b>SLDBE % Goal</b>	<b>0</b>
<b>SBE % Goal</b>	<b>0</b>

**Director of Small Business Development:** Adonis Charles Expose'  
**Signature:** *Adonis Charles Expose'*  
**Date:** November 21 2023

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**DBE/EEO Compliance Manager** Adonis Charles Expose'  
**Signature:** *Adonis Charles Expose'*  
**Date:** November 21 2023

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

**Department Head:** Christopher H. Cook  
**Signature:** *Christopher H. Cook*  
**Date:** November 15 2023

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**Chief:** Dwight Daniel Norton  
**Signature:** *Dwight Daniel Norton*  
**Date:** November 20 2023

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**Director of Procurement:** Ronald Gerard Baptiste  
**Signature:** *Ronald Gerard Baptiste*  
**Date:** November 21 2023

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**Required if Total Cost above \$15K**  
**Chief Financial Officer:** Gizelle Johnson-Banks  
**Signature:** *Gizelle Johnson-Banks*  
**Date:** November 22 2023

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**Required if Total Cost above \$50K**  
**Chief Executive Officer:** Lona Edwards Hankins  
**Signature:** *Lona Edwards Hankins*  
**Date:** 11/22/2023 9:59 PM