



You're On Your Way!

Request with ID: 279, it has been approved and thus not editable any longer. Please do not delete it.

ROUTING: Please review the "Email Routing assignments" and verify all approvers have email addresses selected or errors may occurred.

EDITING: *please click the "Edit" bottom on very top left of this screen if you need to edit this 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.

REQUEST ID: 279

Mode: Final
Approval

☒ Default Email
Routing Assignment *

☐ Check to see any
reject comments

☐ Click to see full log

Status: Approved

Stage: Document
Generated

Created By: HONORE,
ANITRA

*NOTE: Please click
above to update the
"Email Routing
Assignments".*

Mon Jun
24 2024 11:49:42 GMT-
0500 (Central Daylight
Time)

EMAIL ROUTING ASSIGNMENTS

Dir/Dept Head Personnel
Lookup *

Roberto Lopez

Dept Head Full Name

#Roberto Lopez

Dept Head RTA Email *

rlopez@rtaforward.org

Grants Personnel Lookup

Grants Team

Dir Grants Rep Full Name

#Grants Team

Dir Grants RTA Email *

GrantsTeam@rtaforward.org

Budget Personnel Lookup

Budget Team

Budget Analyst Full Name

#Budget Team

Budget Analyst RTA Email *

Budget@rtaforward.org

Safety Personnel Lookup

Safety Team

Chief Safety Full Name

#Safety Team

Chief Safety RTA Email *

SafetyProcurementTeam@r

Risk Personnel Lookup

Risk Team

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email *

RiskProcurementTeam@rta

SBE Personnel Lookup

SBE Team

Dir SBE Full Name

SBE Team

Dir SBE RTA Email *

SBEProcurementTeam@rta

DBE Personnel Lookup

DBE Team

DBE/EEO Compliance Manager
Name

#DBE Team

DBE/EEO Compliance Manager
RTA Email *

DBEProcurementTeam@rta

Chief Lookup *

Justin Cayless

Chief Full Name

#Justin Cayless

Chief RTA Email *

jcayless@rtaforward.org

Procurement Lookup

Procurement Team

Dir Procurement Full Name

#Procurement Team

Dir Procurement RTA Email *

ProcurementDeptTeam@rt.

CFO Lookup

CFO Team

CFO Full Name

CFO Team

CFO RTA Email *

CFO-Procurememt-Approve

CEO Lookup

Lona E. Hankins

CEO Full Name

Lona E. Hankins

CEO RTA Email *

lhankins@rtaforward.org

A. Department Representative to participate in the procurement process:

Title: ADMINISTRATIVE ANAYLST Name: HONORE, ANITRA Email: anhonore@rtaforward.org

RTA Phone Ext.
Number *

8332

B. Contract Information

Contract No.

Contract Title *


AGREEMENT FOR FERRY SERVICE OPERATIONS AND MAINTENANCE


PO No. *


N/A

☒ Check to add attachments (Limited to 25MB)

Additional Contract Info Attachments

 Signed long-term agreement RTA-LFS.pdf

 2024 Ferry Purchased Transportation Budget.xlsx

 Force Power Engine Overhaul.pdf

C. Contract History

Original award value *

\$

10,978,119.00

Previously executed change order value

\$

Adjusted contract value

\$

10,978,119.00

Adjusted Contract Value prior to requested change order

Current change order value *

\$

360,939.51

Revised contract value *

\$

11,339,058.51

Revised Contract Value with current change order

D. Justification of Change Order *

Background:
The RTA approved the 2024 ferry budget for LabMar Ferry Services at a cost of \$10,978,119.00. The Thomas Jefferson (TJ) vessel, which services the Chalmette route, has been the sole boat on this route since March 2022.

Current Situation:
Due to the exclusive use of the Thomas Jefferson (TJ) vessel on the Chalmette route, it has reached the manufacturer's recommended service hours. This milestone necessitates an overhaul of all its engines to ensure continued safe and reliable operation. The cost to overhaul the engines is \$360,939.51.

Justification:

Safety and Reliability: The Thomas Jefferson (TJ) vessel has reached the manufacturer-recommended service hours for engine overhaul. Timely maintenance is crucial to prevent potential engine failures, which could pose safety risks to passengers and disrupt ferry services.

Service Continuity: The Chalmette route is currently dependent on a single vessel. Ensuring the Thomas Jefferson (TJ) remains operational is vital to maintaining uninterrupted service. Any unexpected downtime due to engine issues would severely impact the route and inconvenience passengers.

Cost-Effectiveness: Overhauling the engines now, as recommended by the manufacturer, is a proactive measure that can prevent more costly repairs or replacements in the future.

Contractual Obligations: As part of our long-term agreement with LabMar Ferry Services, LLC, it is essential to adhere to maintenance schedules and requirements. Approving this change order aligns with our commitment to uphold contract terms and ensure high standards of service.

Conclusion:
Approving the change order for LabMar Ferry Services, LLC, to cover the \$360,939.51 cost of overhauling the Thomas Jefferson (TJ) engines is essential for maintaining safe, reliable, and continuous ferry service on the Chalmette route. This proactive maintenance measure supports our operational goals and fulfills our contractual and safety obligations.

E. Type of Change Request *

- ☒ Administrative
- ☐ Supplemental
- ☐ Termination

F. Responsibility Determination: Price determined fair and reasonable based on (An ICE form or other form of determination must be provided).

Responsibility Determination *	Independent Cost Estimate
ICE	\$ 360,939.51

Ice Form or Other form is required *

 ICE Form.pdf



Engine Overhaul - MV Thomas Jefferson Estimates.pdf

G. 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.):

Director of Small Business Development

SBE TEAM

DBE/EEO Compliance Manager

#DBE TEAM

H. Specification of Authorized
Grant is Required?

☐ Yes

☒ No

Director of Grants / Federal
Compliance

#GRANTS TEAM

I. Funding Source

Funding Type *

☐ Federal ☒ State ☐ Local ☐ Other

Budget Analyst

#BUDGET TEAM

Available Federal
funding

\$

Available State
Funding *

\$

Available Local
Funding

\$

Available Other
Funding

\$

Revised Projected
Federal cost

\$

Revised Projected
State Cost *

\$

Revised Projected
Local Cost

\$

Revised Projected
Other Cost

\$

Total Available Funding

\$

Revised Projected total cost

\$

Revised Contract Value Entered

\$

Capital Project (Requires a Project ID#)

☐ Is Capital projects review required?

Note: The default "Budget Team" includes all budget analysts.
They will all get an email, but only one will approve according to the budget code assignment.

Budget Code - 1 *

01-6100-02-9314-051-07-00-00000-00000

FTA Grant - 1

Budget Code - 2

FTA Grant - 2

Budget Code - 3

FTA Grant - 3

Budget Code - 4

FTA Grant - 4

J. Safety/Security and Risk

Include Safety Review and Approval is Required



Safety Chief

#SAFETY TEAM

☐ Check to add Safety Attachments

Include STD Insurance Provisions is Required



Risk Management Analyst

RISK TEAM

☐ Check to add Risk Attachments

Department Representative

I have reviewed this form and the attachments provided and by inputing my name below I give authority to the above stated department representative to proceed.

Input Rep fullname *

Anitra M Honore'

Date *

Jun 24, 2024

