



2817 Canal Street  
New Orleans, LA 70119

**New Orleans Regional Transit Authority**  
**Board of Commissioners**  
**Meeting Agenda - Final-revised**

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**Tuesday, October 26, 2021**

**10:00 AM**

**Virtual**

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The New Orleans Regional Transit Authority's Board of Commissioners hereby certifies that it will convene a meeting on Tuesday, October 26, 2021 electronically via Zoom in accordance with the provisions of La. R.S. 42:17.1(A)(2)(a)-(c).

**1. Call to Order**

**2. Roll Call**

**3. Consideration of Meeting Minutes**

[Board Minutes - September 28, 2021]

[21-170](#)

**4. Reports**

A. RTA Chairman's Report

B. Operations & Administration Committee Chairman's Report

C. Finance Committee Chairman's Report

D. Jefferson Parish Report

E. RTA General Counsel's Report

F. RTA Chief Executive Officer's Report

G. DBE Report

[DBE Presentation]

**21-177**

**5. Consent Agenda**

CDW-East New Orleans Facility Exterior Envelope Repair

[21-147](#)

FY 2021 Bus and Bus Facilities Grant Application

[21-150](#)

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**6. Financial Statements**

[Financial Presentation]

**21-178****7. Procurement Items**

Authorizations:

Safety On-Call Consultant

[21-154](#)**8. New Business (UNANIMOUS VOTE REQUIRED TO CONSIDER)**

On-Site COVID-19 Testing

[21-138](#)[AUTHORIZATION TO SUPPORT PRESIDENT BIDEN'S SUSTAINABLE  
TRANSIT FOR A HEALTHY PLANET CHALLENGE IN 2021]**21-179****9. Audience Questions and Comments****10. Executive Session (2/3RDS VOTE TO Consider)**

Gallagher v Regional Transit Authority

Morial Convention Center v Regional Transit Authority

Amalgamated Transit Union

**11. Adjournment**



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

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**File #:** 21-170

**Board of Commissioners**

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[Board Minutes - September 28, 2021]



2817 Canal Street  
New Orleans, LA 70119

## New Orleans Regional Transit Authority Board of Commissioners

### Meeting Minutes

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Tuesday, September 28, 2021

10:00 AM

Virtual

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The New Orleans Regional Transit Authority's Board of Commissioners hereby certifies that it will convene a meeting on Tuesday, September 28, 2021 electronically via Zoom in accordance with the provisions of La. R.S. 42:17.1(A)(2)(a)-(c).

**1. Call to Order**

**2. Roll Call**

approved

**3. Consideration of Meeting Minutes**

[Board Meeting Minutes from August 24, 2021]

[21-142](#)

Commissioner Tillery moved and Commissioner Neal seconded to approve the Board Minutes of August 24, 2021. The motion was approved unanimously.

**4. Reports**

**A. RTA Chairman's Report**

Commissioner Daniels congratulated Alex Wiggins and his staff for doing a great job during Hurricane Ida and the Board was very grateful for the hard work and the way the staff served the community and by making sure that the riding public had equitable in the service that they deserved.

**B. Operations & Administration Committee Chairman's Report**

Fred Neal reported that he would like to thank staff for returning service quickly after the storm and for working with the elderly in the community and using the buses as cooling stations for the citizens of New Orleans.

**C. Finance Committee Chairman's Report**

Commissioner Raymond stated that staff did an excellent job during Hurricane Ida by executing the RTA emergency plan and he hoped that the Vacation Cash Out for the employees help those that needed help.

D. Jefferson Parish Report

No Report.

[CEO's Report-PowerPoint Presentation Post Hurricane  
Ida]

[21-148](#)

E. RTA General Counsel's Report

Sundiata Haley stated that there was an Executive Session

F. RTA Chief Executive Officer's Report

Alex Wiggins reported that he would like to echo the Commissioners sentiments that staff did an excellent job with Hurricane Ida and many of the employees homes were damaged and they came and showed up for the City of New Orleans and staff was able to lead this organization through a tremendous trauma.

Alex Wiggins reported that the RTA staff worked hand in hand with the National Guard stationed at the Convention Center to assist them with the evacuation of the most vulnerable in the City and a total of 269 evacuation trips were made.

Alex Wiggins reported that staff came through and the organization performed well and absolutely there are some adjustments and tweaks that need to be made in the future but the team performed very well.

Alex Wiggins reported that Commissioner Bryan and he came up with the idea of the cooling buses over a late- night email and a total of 42 cooling buses were deployed to neighborhoods throughout the City of New Orleans.

Alex Wiggins reported that the Paratransit Team worked with the Department of Health and went to 12 different locations throughout the city to rescue the elderly from buildings that were abandoned. A total of 908 people were rescued.

Alex Wiggins reported that staff would have briefings at 6:00 am to go over the days deployment and ensure that the RTA had the right number of personnel in the field, the right level of accountability and management in the field and right after the storm the maintenance team began clearing the RTA's right-of-way so that service can begin. The RTA began service five days after the storm.

Alex Wiggins reported that the RTA was very fortunate not to lose any of its employees, many employees homes were destroyed and/or damaged.

Alex Wiggins reported that the Paratransit Team went door to door to clients on the Paratransit roster to see if anyone needed assistance.

Alex Wiggins reported that the RTA2 Vessel sustained significant damage, the Thomas

Jefferson Vessel sustained minimal damage, the Maintenance barge was partially submerged, the Gretna Ferry Terminal had roof damage, there was damage to the overhead garage doors, minimal water damage to walls, roof vents, fencing damage, water was in the garage pits due to pump failure, radio tower damage and the bus fleet sustained minor damage.

Alex Wiggins reported that the number given to FEMA for damages was estimated at \$3 Million but this number could change.

Alex Wiggins reported that **What Worked** was the Pre-training on FEMA documentation, Payroll was successfully processed without interruption, generator maintained power at key facilities, cell phone service was maintained, Clever devices remained operational and worked continued seamlessly under the Unified Command with the City of New Orleans.

Alex Wiggins reported that the **Challenges** were widespread, long-term power outages but Canal Facility maintained generator power, food scarcity but 3 meals were provided to essential staff daily, fuel shortage was maintained supply through the EOC, Lodging limitations staff secured 100 rooms for essential employees and loss of some communication services from Cox (including rideline).

Alex Wiggins reported that the **Opportunities to Improve** was Emergency Staffing Accountability, Ferry Mooring, Incident Command System (ICS) staff training, redundancy in lodging options, redundancy in agency communications and hardening of facilities.

Commissioner Daniels stated that he appreciated the transparency on What Went Well, What Didn't Go Well and What the Agency could do better.

Commissioner Bryan thanked staff for doing a great job serving the communities, helping with the evacuations, and setting up the cooling stations.

Commissioner Sarwar also thanked staff for doing a wonderful job during Hurricane Ida.

Alex Wiggins reported that last week was the kickoff for the Bus Rapid Transit Project and staff will make a presentation at the October Operations Committee Meeting. The RTA was awarded a grant to study connecting the New Orleans East Corridor with the Downtown CBD.

Alex Wiggins reported that the Bus Rapid Transit was Transit Priority Lanes, Traffic Signal Prioritization, Quality Images and Unique Identify, Unique Vehicles, Fewer Stops Along a Route an Improved Boarding Facilities.

Alex Wiggins reported that the New Links Implementation Meetings were scheduled for Wednesday, September 29, at 5:30 pm and on Thursday, September 30, 12:00 pm.

## G. DBE Report

Adonis Expose reported that contract awards for the month of August was \$13,514,475 of that \$6,532,383 was awarded to DBE Firms and of the DBE Contracts \$6,611 was awarded to DBE/SBE Prime Contractors and the Total DBE Participation was 49%.

Adonis Expose reported that regarding the Transit Ferry Services Project the DBE Goal was now at 91% of the 10% goal achieved. The new DBE projects are East New Orleans Maintenance Building, St. Charles Streetcar Line Downtown Loop Pavement Replacement and the OCS Pole Replacement.

Adonis Expose reported that the Upcoming DBE/SBE Projects: Waiting to be Awarded - Napoleon Facility Renovation & Upgrade - 30.8%, Recently Closed Solicitations - Pre-placed Construction Contractor for Emergency Purposes - 24% and Facility Maintenance & Construction Support Services - 100% SBE.

Adonis Expose reported that the DBE/SBE Outreach Event was rescheduled due to Hurricane Ida and the new date is October 21 at 5:30 pm.

Commissioner Daniels would like a year-end report from DBE that would give more information on the DBE/SBE Firms, from a race and ethnicity perspective and even from a geographical perspective.

[July Financials PowerPoint Presentation]

[21-149](#)

## 5. Financial Statements

[July 2021 Financials]

[21-145](#)

Gizelle Banks reported that Ridership - July's ridership of 663k outperformed the budget for the second consecutive month this year by 2.8% or 18k passengers. This result, however, represents a 3.2% decline when compared to June's ridership. Year-to-date comparisons to July actuals show improved but mixed results across the spectrum - when compared to the budget (-5.8%), 2020 actuals (+3.1%) and 2019 pre-COVID actuals (-55.3%).

Gizelle Banks reported that *Operating Cost per Unlinked Passenger Trip 2021 vs. 2019 (Pre-COVID)* - Like the month of June, there was a spike in the cost per passenger trip for the month of July, up by \$3.26 from the prior month.

Gizelle Banks reported that - Ferry - Operating Cost per Unlinked Passenger Trip 2021 vs. 2019 (Pre-COVID) Ferry cost per passenger trip surged by \$2.79 in July, making it the largest increase for this metric so far this year.

Gizelle Banks reported that - Farebox Recovery Rates 2021 vs. 2019 (Pre-COVID) - Fare revenue continues to offset a significantly lower percentage of operating expenses. July's farebox recovery took another dip; this time by 2.4%. This decline ranks as the largest so far this year.

Gizelle Banks reported that - Ferry- Farebox Recovery Rates 2021 vs. 2019 (Pre-COVID) - Ferry ridership has dropped drastically because of the pandemic, causing fare revenue to offset a significantly lower percentage of operating expenses. After reaching a year-high mark in June, the farebox recovery rate for ferry operations slid by 5.2%, the year's largest decline in a single month.

Gizelle Banks reported that - Operating Revenues (Budget, Actual & Prior Year) - Overall, Operating Revenues display favorable results for the month when compared to the budget and prior year. (Note that fare collections were suspended in April 2020.) After a slightly positive performance in June, Passenger Fares took a 6.7% downward turn in July when compared to projections. When compared to June's fare collections, July's actuals fell by 6.8%. CNO sales tax collections through June have been received, exceeding expectations by \$6.6m or 22.3%.

Gizelle Banks reported that - Operating Revenues (Actual) - Of the \$8.3m in Operating Revenues, 80% or \$6.7m is derived from General Use Sales Taxes.

Gizelle Banks reported that - Operating Expenses - Labor and Fringe Benefits, the largest expenditure at \$7.0M, comprised 72.8% of this month's actual expenses. Staff's post-transition payroll analysis and true-up continue. The contrast in 2020 and current year results for Labor and Fringe Benefits and Services is directly related to the transition from the O & M contractual arrangement with Transdev to 100% in-house operations. In total, Operating Expenses for the month compared favorably with the budget with a 20.6% or \$2.5m positive variance.

Gizelle Banks reported that - Net Revenue (Before and After Government Assistance) - Net Revenue (Before Government Assistance) is -\$1.5m for the month of July. This negative position is largely attributable to the -\$1.2m in Net Operating Revenue for the month. After applying the month's \$2.4m in Government Operating Assistance, which included \$1.2m in COVID-related funding, Net Revenue increased to almost \$923k.

Gizelle Banks reported that - Capital Expenditures and Debt Service - As result of the bond refinancing in September 2020, Debt Service was dramatically reduced by \$391k from prior year actuals for the month and by \$3.5m year-to-date.

Gizelle Banks reported that - Operating Reserve - The positive variance that resulted from Net Revenue (After Government Assistance) added \$149k to Restricted Operating/Capital Reserve after the offset of \$774k in Debt Service.

Gizelle Banks reported that - Maritime Operations - Passenger fare revenue for ferry operations decreased by \$30k over the prior month. This snaps four straight months of positive results. July 2021 operating expenses produced similar unfavorable results - over budget by \$228k and up by \$91k from prior

year actuals. Recall that fare collections were suspended in April 2020 system-wide.

Gizelle Banks reported that for the month of July the RTA was under budget in terms of revenue and the RTA just started round two of the government assistance.

Gizelle Banks reported that year to date the RTA has \$78.6 Million in Total Revenue.

Gizelle Banks reported that the RTA was under budget with expenses. The expenses for the month were budgeted at \$14 Million and came in about \$10.6 Million for a positive variance of 3.5.

In response to Commissioner Walton, Alex Wiggins reported that the RTA2 sustained significant amount of damage and the Thomas Jefferson sustained relatively minor damage and the RTA2 looks like it was struck by another vessel which caused it to come loose and for future storms the RTA will take the vessels out of the water.

Gizelle Banks reported that those damages from the ferries will be covered by insurance.

Gizelle Banks reported that there was an increase in fares revenue with the July Implementation of the Youth and Senior Passes.

Alex Wiggins reported that the remaining of the year staff will be very aggressive in marketing the Youth and Senior Passes Sale pass sales went up 40%.

In response to Commissioner Daniels, Gizelle Banks reported that the RTA can start planning for the FY2022 and with the uncertainty around COVID now the agency must deal with Hurricane Sales Tax Recovery.

In response to Commissioner Wegner, Gizelle Banks stated that the RTA was not holding its own regarding the ferry operations.

Commissioner Wegner would like the RTA to be in a position where the Ferry Operations can continue to expand.

Commissioner Daniels would like to see a scenario if the ferry could be self-sustaining.

## 6. Procurement Items

### A. Authorizations:

**k** Disruption Manager Module of Clever Device System

[21-132](#)

Commissioner Wegner moved and Commissioner Tillery seconded to adopt the Disruption Manager Module of Clever Device System. Resolution 21-068 was adopted unanimously.

adopted

Enactment No: 21-068

Business Intelligence and Data Management Reporting System

[21-133](#)

In response to Commissioner Walton, Alex Wiggins reported that this software would give Executive Staff a dashboard of RTA's financials, budget and Capital Improvements information in real time. This would help with making correct business decisions and the RTA's current financial systems are very antiquated.

Commissioner Raymond moved and Commissioner Sarwar seconded to adopt the Business Intelligence and Data Management Reporting System. Resolution No. 21-069 was adopted unanimously.

adopted

Enactment No: 21-069

FY 2021 Passenger Ferry Grant Program

[21-134](#)

Commissioner Wegner moved and Commissioner Raymond seconded to adopt the FY 2021 Passenger Ferry Grant Program. Resolution No. 21-070 was adopted unanimously.

approved

Enactment No: 21-070

Fare Collection Infrastructure Upgrade

[21-135](#)

Commissioner Tillery moved and Commissioner Raymond seconded to adopt Fare Collection Infrastructure Upgrade. Resolution No. 21-071 was adopted unanimously.

adopted

Enactment No: 21-071

Canal Streetcar Module Purchase

[21-137](#)

Commissioner Walton moved and Commissioner Raymond seconded to adopt the Canal Streetcar Module Purchase. Resolution No. 21-072 was adopted unanimously.

adopted

Enactment No: 21-072

On-Site COVID-19 Testing

[21-138](#)

Deferred.

Alex Wiggins reported that the bids had to be redone due to a technology issue and will bring it back to the Board to ratify.

Commissioner Walton stated that he has an issue with low bids that is very important and would like to stay on top of this bid.  
tabled

Re-Allocate Funds to Support Operation Lifesaver Rail [21-139](#)  
Transit Safety Education Grant Program

Commissioner Walton moved and Commissioner Raymond seconded to adopt the Reallocation Funds to Support Operation Lifesaver Rail Transit Safety Education Grant Program. Resolution 21-072 was adopted unanimously.  
adopted

Enactment No: 21-073

Interim Downtown Transit Hub [21-140](#)

Lona Hankins reported that the Downtown Transit Hub will be in a general location of the buses that travel to the Westbank and New Orleans East.

Commissioner Wegner moved and Commissioner Raymond seconded to adopt the Interim Downtown Transit Hub. Resolution No. 21-074 was adopted unanimously.

adopted

Enactment No: 21-074

B. Amendments:

Canal Street Ferry Terminal Project: Amendment Request [21-136](#)  
to Woodward-APC's Contract

Lona Hankins reported that the price for steel is increasing.

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the Canal Street Ferry Terminal Project: Amendment Request to Woodward-APC's Contract. Resolution No. 21-075 was adopted unanimously.

adopted

Enactment No: 21-074

C. Ratifications

[Vacation Cash-Out Resolution (Hurricane Ida)] [21-141](#)

Commissioner Tillery moved and Commissioner Raymond seconded to adopt the Vacation Cash-Out Resolution for Hurricane Ida. Resolution No. 21-067 was adopted unanimously.  
adopted

Enactment No: 21-067

## 7. New Business (UNANIMOUS VOTE REQUIRED TO CONSIDER)

None.

### 8. Audience Questions and Comments

Comments made in the Chat Box:

Will the new fare structure for the Senior and Youth Passes remain after 2021?

Alex Wiggins reported that this new fare structure for the Senior and Youth Passes will stay the current price and the RTA was looking to come up with a college pass.

Will the agency take a better look at the Maintenance of the Buses?

Alex Wiggins reported that Maintenance was an issue and staff will continue to monitor those issues.

Will the buses that stop at Duncan Plaza can they also stop at Galvez and Claiborne?

Alex Wiggins asked if he could get the persons email so he can respond to his question.

When will the Canal Streetcar Line open?

Lona Hankins reported that this project was going to begin this week with an anticipated completion date of November.

What is the status of the Downtown Transit Center?

Lona Hankins reported that the Grant Application for the Bus and Bus Facility was due in November and the RTA will apply for the Grant.

Commissioner Daniels asked staff to bring to the Board a timeline with milestones for this project.

Valerie Jefferson stated that the employees' stepped-up to the plate during Hurricane Ida and that she was terminated for calling Alex Wiggins out of his name and she did not do that and for her grievance the RTA read a statement and the RTA was refusing to recognize her as the President of the ATU and she would like the RTA to recognize her as the President of ATU and reinstate her job.

On advice from General Counsel not to speak on this issue Commissioner Daniels stated that on behalf of this agency this agency has never gone back on any agreements with staff and has honored all agreements past and present.

## 9. Executive Session (2/3RDS VOTE TO Consider)

Commissioner Tillery moved and Commissioner Raymond seconded to approved going into Executive Session on the matter of

Amalgamated Transit Union

The motion was passed unanimously.  
adopted

Amalgamated Transit Union

**10. Adjournment**

Commissioner Raymond moved and Commissioner Tillery seconded to adjourn the Board Meeting of September 28, 2021. The motion passed unanimously.



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

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**File #:** 21-177

**Board of Commissioners**

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[DBE Presentation]



## Disadvantaged Business Enterprise Program

October 26, 2021  
Adonis C. Expose'  
DBE/SBE Liaison Officer III



 **Agenda**

## Contract Awards September 2021

\$14,149,790 in contracts were awarded

- \$6,863,880 was awarded to DBE firms.
- Of the DBE contracts \$6,863,880 was awarded to DBE Prime Contractors and \$78,902 was awarded to SBE Prime Contractors.

Total DBE participation (commitment) is 48%.





## Agenda

# Current DBE Projects

Project	Contract Amount	DBE Goal	DBE Goal	% Goal Achieved	Tentative Completion Date
CMAR – Canal Street Ferry Terminal (Construction)	\$22,928,667	\$7,004,708	30.55%	1%	01/2023
DBE Consulting Services	\$181,682	\$181,682	100%	41%	12/2021
Website Enhancement Services	\$100,000	\$100,000	100%	95%	08/2021
Security Services	\$1,008,920	\$231,546	23%	8%	06/2024
Disaster Recovery Grants Management and Administration	\$99,700	\$48,853	49%	100%	09/2022
Riverfront Trackwork & Overhead Catenary	\$650,000	\$91,000	14%	67%	12/2021



 **Agenda**

# ***Current DBE Projects***

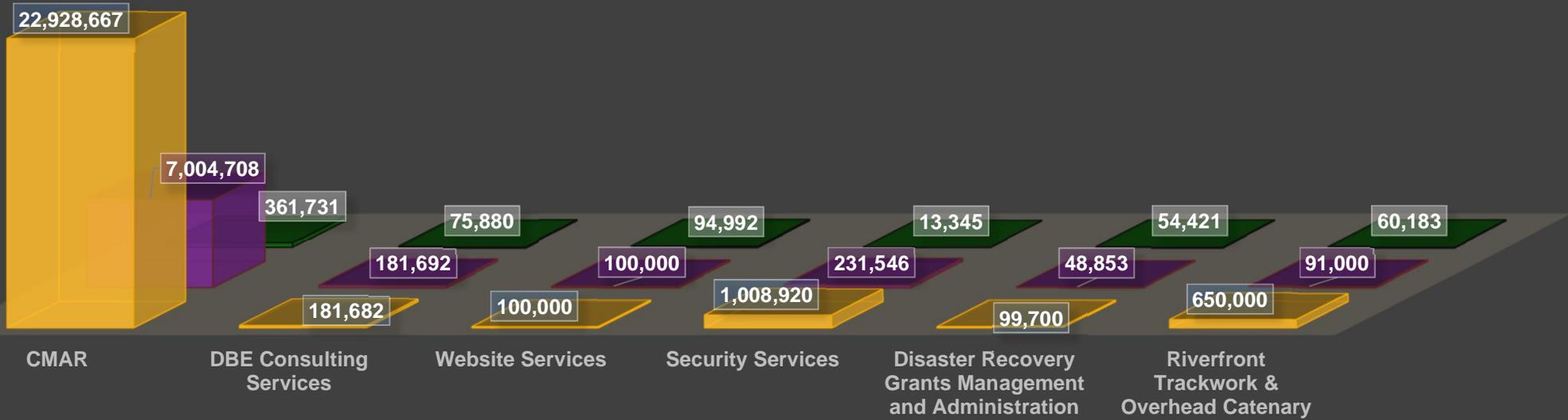
<b>Project</b>	<b>Contract Amount</b>	<b>DBE Goal</b>	<b>DBE Goal</b>	<b>% Goal Achieved</b>	<b>Tentative Completion Date</b>
Transit Ferry Services	\$8,442,843	\$842,442	10%	100%	01/2022
East New Orleans Maintenance Building	\$580,000	\$580,000	100%	0%	01/2022
St. Charles Streetcar Line Downtown Loop Pavement Replacement	\$733,666	\$283,268	38.61%	0%	01/2022
OCS Pole Replacement	\$303,818	\$45,572	18%	0%	03/2022
Business Intelligence & Data Management Reporting System	\$331,497	\$331,497	100%	0%	10/2024



Contract Amount

DBE Goal

DBE Goal Achieved



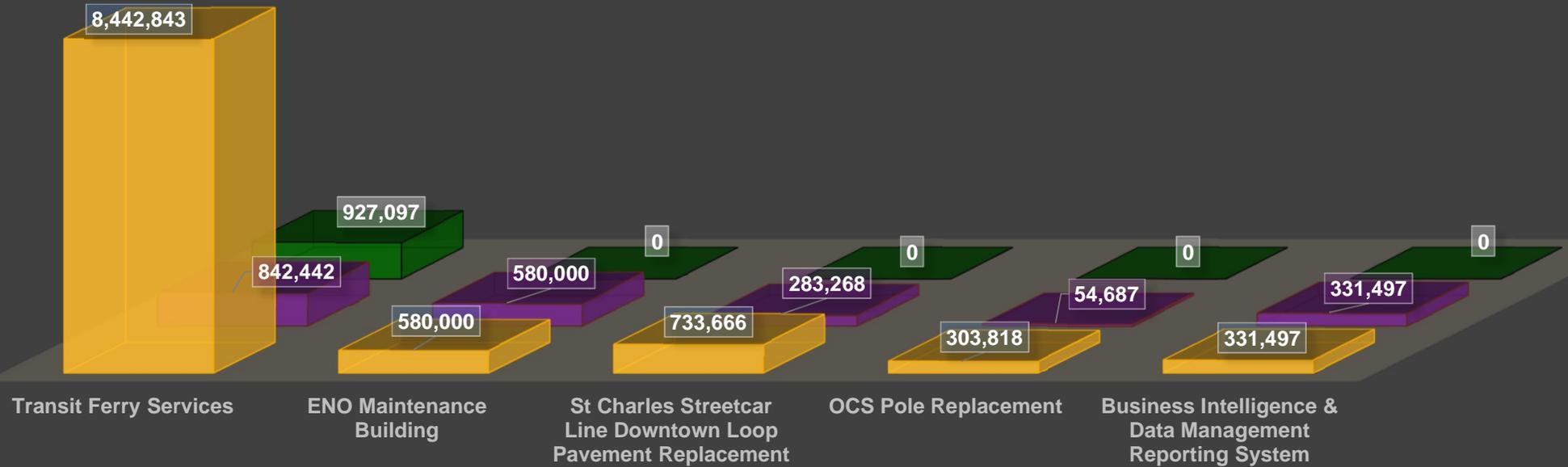
## Current DBE Projects



Contract Amount

DBE Goal

DBE Goal Achieved



## Current DBE Projects



 **Agenda**

## Current SBE Projects

Project	Contract Amount	SBE Goal
Construction Cost Audits	\$78,902	\$78,902
Temporary Staffing-Surveyors	\$50,000	\$50,000
A&E Services	\$718,742	\$718,742
Repair Broken Sewer Lines	\$238,795	\$238,795
Vegetation Control on Streetcar Lines	\$30,360	\$30,360
On Call A&E Services (Awarded in June)		



## **Agenda**

# Upcoming DBE/SBE Projects

### DBE/SBE Goal

#### Current Solicitations

RFP 2021-025 Facility Maintenance & Construction  
Support Services

100% SBE

RFP 2021-026 Preplaced Construction Contractor  
for Emergency Purposes

24%

RFP 2021-027 Leadership & Change Management Training

100% SBE

RFP 2021-028 Classification, Compensation, Health & Retirement  
Benefits Consultant

100% SBE

IFB 2021-031 Napoleon Facility Renovation & Upgrade

30.8%



# Agenda

# DBE/SBE Outreach Events



**WEBINAR**

RTA invites all NORBCC members to join the

## Doing Business with RTA live webinar.

Thursday, October 21<sup>st</sup> at noon

Zoom link: [bit.ly/3IPI2RX](https://bit.ly/3IPI2RX)



Hosted by: **RTA**  Regional Transit Authority

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) OPPORTUNITY MEETING



### *Renovations of the Historic Napoleon Avenue Facility*

The Regional Transit Authority (RTA) is planning to renovate the historic Napoleon Avenue Facility. This project consists of renovating and upgrading the building to meet current standards and ADA compliance requirements.

To ensure that disadvantaged businesses have access to the economic opportunity this project affords, the RTA is hosting an On-Site Opportunity Meeting to provide information on the project.

#### **DBE OPPORTUNITY MEETING** For Disadvantaged Business Enterprises (DBE)

Wednesday, November 3, 2021  
11:00 AM to 12:00 PM

Napoleon Avenue Facility 419 Napoleon Ave.  
New Orleans, Louisiana

Please take advantage of this opportunity to get information about this project, the procurement process, and the DBE requirements. After this meeting, there will be a walk-through of the Historic Napoleon Avenue Facility for Contractors.

If you have any questions or need additional information about the opportunity meeting, please contact **Adonis C. Exposé, DBE/SBE Liaison Officer III** at 504-827-8301.

**Facemask are Required**

**RTA**   
[www.nortac.com](http://www.nortac.com)

### About the Historic Napoleon Avenue Facility

The Napoleon Avenue Facility is a historic building that was built in 1892 as a power station for the historic St. Charles Streetcar Line. It was later used as a training and storage facility. In 2005 the building was severely damaged during Hurricane Katrina, which triggered the need to plan for repairs and renovation of the facility. The scope of work will include structural repair of the front wall and miscellaneous exterior envelope repairs, environmental remediation of the roof, replacement of the roof and reinforcement of the roof structure, replacement of all windows and doors, mechanical, electrical and plumbing.



 **Agenda**

Questions?

Adonis C. Expose', DBE/SBE Liaison Officer III



Board Report and Staff Summary

File #: 21-147

Board of Commissioners

CDW-East New Orleans Facility Exterior Envelope Repair

DESCRIPTION: Increase the Purchase Order to CDW Services, LLC	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 change order to increase the scope of work to include Alternates 2 and 3 from the original bid, IFB 2020-021. The additional scope will increase the contract value by \$157,577.00, the new total contract will be \$737,577.

ISSUE/BACKGROUND:

The original Design Package from CDM Smith consisted of a Base Bid and included three Add/Alternate scopes of work for the total exterior envelope repair. Due to budget constraints at the time of the bid was received and contract awarded, funding would only permit the awarding of the Base Bid and Add/Alt No. 1. Additional sources of funding have been obtained through formula grants and this change order is to amend the contract to include all scope as shown on the Louisiana Uniform Public Work Bid Form.

DISCUSSION:

Alternate No. 2 will allow the replacement of gutters, and downspouts. Alternate No. 3, will allow exterior envelope cleaning, sealing and general waterproofing of the building envelope. The budget for this project has available funds to implement all items as presented in IFB 2020-021 due to the recent additional funding from Federal Formula Grants.

FINANCIAL IMPACT:

This change order for \$157,577.00 will increase the total contract value to \$737,577.00. There are funds available within the grants awarded, LA040045.1132.117102, LA040045.1132.117111, LA2016-019.1132.114402B, LA2019-016.1132.117208, LA2021-031.1132.114402, to execute this work.

NEXT STEPS:

Upon Board approval, Infrastructure Department will alert CDW Services, LLC of the amended Purchase Order and to expand their scope of work to include Alt. #2 and Alt. #3.

ATTACHMENTS:

1. Resolution
2. Change Order Routing Sheet

Prepared By: Fred Roberts, froberts@rtaforward.org  
Title: Project Manager

Reviewed By: Lona Edwards Hankins, lhankins@rtaforward.org  
Title: Deputy CEO of Planning and Infrastructure

Reviewed By: Gizelle Johnson Banks  
Title: Chief Financial Officer



10/12/2021

Alex Wiggins  
Chief Executive Officer

Date



**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.

A. Department Representative to participate in procurement process:

Fred Roberts Infrastructure Project Manager 8305  
 Name Title Ext.

B. Contract No.: \_\_\_\_\_

Contract Title and PO No: Exterior Envelope Repair ENO Maintenance Building P.O. 913468

C. Contract History:

Award Value	\$	<u>580,000.00</u>
Previously Executed Change Orders	\$	_____
Previous Contract Value Prior to Requested Change Order (Sum)	\$	<u>580,000.00</u>
Value of Current Change Order	\$	<u>157,577.00</u>
Revised Contract Value	\$	<u>737,577.00</u>

D. Justification of Change Order:

The original Design Package from CDM Smith consisted of a Base Bid and included three Add/Alternate scopes of work for the total exterior envelope repair. Due to budget constraints at the time of the bid process, funding would only permit the awarding of the Base Bid and Add/Alt No. 1. Additional sources of funding have been obtained and this change order is to amend the contract to include all scope as shown on the Louisiana Uniform Public Work Bid Form.

E. Type of Change Requested:                      Administrative                      Supplemental                      Termination

F. Responsibility Determination: Price determined fair and reasonable based on

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.):

18 % DBE                      0 % SLDBE                      0 % Small Business

Additional Information \_\_\_\_\_

*Alvin C. Exposito*  
 DBE/EEO Compliance Manager

9/28/2021  
 Date



H. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Yes

No

Are there any amendments pending?

Yes

No

If Yes, please attach the amendment to this Routing Sheet and explain.

Raymond Va  
Director of Grants/ Federal Compliance

9/27/2021  
Date

I. 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 Amount Available	\$	<u>1,148,027.26</u>
Projected Cost	\$	<u>737,577.00</u>
Previous Cost	\$	<u>580,000.00</u>
FTA Grant No.(s)	\$	_____
Line Item(s)	\$	_____
Operations/Department Code	\$	_____
Budget Code(s)	\$	<u>LA040045.1132, LA2016-019.1132</u>
Other	\$	<u>LA2019-016.1132, LA2021.031.1132</u>

NA  
Budget Analyst

Date

Chief Financial Officer

Date 10/5/21

J. Michael J Smith

Date 9/27/21

Safety (If applicable)

Date

K. Authorizations:

Kona Edward Hendon  
Department Head

Date 9/26/2021

Kona Edward Hendon  
Division Manager

Date 9/26/2021

[Signature]  
Director of Procurement

Date 9/26/21

[Signature]  
Chief Executive Officer

Date 10/6/21



Change Order No. 001-R1

Date of Issuance: September 22, 2021      Effective Date: September 22, 2021  
 Owner: New Orleans Regional Transit Authority      Owner's Contract No.: RTA IFB# 2020-021  
 Contractor: CDW Services, LLC      Contractor's Project No.:  
 Architect: CDM Smith Inc./CDM Architects Inc      Architect's Project No.: 96418 220631 CO1  
 Project: ENO Maintenance Building Exterior Envelope Repairs

The Contract is modified as follows upon execution of this Change Order:

Description:

Addition of Alternates No. 2 and No. 3 as defined in the construction bid documents dated September 16, 2020 with addendums.

Alternate No. 2: Gutter, Downspouts and Internal Gutter Replacement

Alternate No. 3: Exterior Panel Cleaning, Gasket Repair, Window Sealing, Masonry Cleaning and Sealing.

Attachments: *Construction Change Order Request from CDW, dated September 15, 2021*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  \$ <u>580,000.00</u>	Original Contract Times: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to Original Contract Price:  \$ <u>NA</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>NA</u> Ready for Final Payment: <u>NA</u>  days
Contract Price prior to this Change Order:  \$ <u>580,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u> days or dates
Increase of this Change Order:  \$ <u>157,577.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u>  days or dates
Contract Price incorporating this Change Order:  \$ <u>737,577.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Charles K. Hoop</u> Architect	By: <u>[Signature]</u> Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>Architect of Record</u>	Title: _____	Title: _____
Date: <u>September 22, 2021</u>	Date: <u>9/26/2021</u>	Date: _____



721 Papworth Avenue, Ste. 101  
Metairie, LA 70005  
La State License # 45228  
Office: (504) 828-2061 • Fax: (504) 828-2063

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September 15, 2021

Charlotte Throop, AIA  
CDM Smith  
1515 Poydras St. Suite 1000  
New Orleans, LA 70112

RE: Exterior Envelope Repairs at ENO Maintenance  
3900 Desire Parkway  
New Orleans, LA 70126

Charlotte,

C.D.W. Services, LLC will accept add alternates number 2 and 3 to be added to our contract per change order as follows:

Alternate No. 2 Add Alternate for gutter and downspouts and internal gutter replacement for the lump sum of: NINETY-EIGHT THOUSAND FIVE HUNDRED SEVENTY-SEVEN AND NO CENT DOLLARS (\$98,577.00).

Alternate No. 3 Add Alternate for exterior panel cleaning, gasket repair, window sealing and masonry cleaning and sealing for the lump sum of: FIFTY-NINE THOUSAND AND NO CENT DOLLARS (\$59,000.00).

The total change order add shall be \$157,577.00. Should you have any questions please contact us

C.D.W. SERVICES, LLC

A handwritten signature in black ink that reads "Vic Lamastus".

Vic Lamastus, CPE  
Senior Estimator

**Hankins, Lona**

---

**From:** estimator@cdwservices.com  
**Sent:** Tuesday, September 14, 2021 12:09 PM  
**To:** Roberts, Fred; 'Christopher Walker'  
**Cc:** 'Throop, Charlotte (Bellan)'; whatch@cdwservices.com  
**Subject:** RE: Additional Scope may be added to ENO Maintenance Building

Fred,

We reached out to our roofing contractor regarding Alternate No. 2 and the price for the stainless steel and other material has increased, our new number for this alternate would be \$98,577.00. Alternate No. 3 would be no change in price. If you are okay with this we will submit a change order request accordingly.

*Thanks,*

***Vic Lamastus, CPE***

**CDW Services, LLC**  
3500 N. Causeway Blvd, Ste. 1208  
Metairie, LA 70002

504-828-2061 office  
504-828-2063 fax  
504-495-9782 Cell  
[estimator@cdwservices.com](mailto:estimator@cdwservices.com)

**From:** Roberts, Fred <froberts@rtaforward.org>  
**Sent:** Thursday, September 9, 2021 4:25 PM  
**To:** 'Christopher Walker' <cwalker@cdwservices.com>  
**Cc:** estimator@cdwservices.com; Throop, Charlotte (Bellan) (throopca@cdmsmith.com) <throopca@cdmsmith.com>  
**Subject:** Additional Scope may be added to ENO Maintenance Building

Mr. Walker,

In reviewing funding the RTA has additional dollars which may be used in the current project.

The original bid only allowed funding for the base and add/alt1.

I have attached the form for your review.

Please submit a proposal which would enable Add/alt 2 and Add/alt 3 to be reviewed for approval.

This proposal would be used in order for CDM Smith to submit a change order to your contract for additional scope.

**Fred Roberts**, | Infrastructure Project Manager  
2817 Canal Street, New Orleans, LA 70119  
Office: 504.827.8305 | Mobile: 504.295.2350 | Fax: 504.648.5124  
Email : [froberts@rtaforward.org](mailto:froberts@rtaforward.org)

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

Page 1  
 Date 7/21/21  
 Order No. : 213468-000  
 Brn/Pit : LA2016-019

CDW SERVICES LLC  
 721 PAPERWORTH AVENUE  
 SUITE 101  
 METAIRIE LA 70005

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

Ordered - 07/21/21 Vendor No. 8349283 ENO Envelope Repairs  
 Delivery - 07/21/21 Taken By 104965/2020-0357  
 Freight - Default - Handling Code PROMISED DELIVERY DATE - 08/21/21

Description / Supplier Item	UM	Unit Cost	Extension
ENO Maintenance Building Exterior Envelope Repair LA2019-016-1132-117208	LS	113,884.23	
REHAB/REN ENO ROOF Non Stock Inventory Purchas LA2016-019-1132-114628	LS	142,470.00	
Construction Services Non Stock Inventory Purchas LA040045-1132-117111	LS	323,645.77	

Terms Net 30 Tax Rt Total Order 580,000.00

DATE 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 *[Signature]* 7/21/21  
 MANAGER, PURCHASING DEPT.

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

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

*[Handwritten Signature]*  
 7/21/21

# LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: New Orleans Regional Transit Authority  
2817 Canal Blvd.  
New Orleans, La 70119

(Owner to provide name and address of owner)

BID FOR: Exterior Envelope Repairs at ENO Maintenance Building  
3900 Decaire Parkway  
New Orleans, La 70126

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: CDM Architects Inc./CDM Smith and dated: March 15, 2021

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 1-3/31/21, 2-4/12/21

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

FOUR HUNDRED TWENTY SIX THOUSAND Dollars (\$ 426,000.00)

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1** Add Alternate for sheet metal parapet cap replacement and lightning protection and ladder replacement for the lump sum of:

ONE HUNDRED FIFTY-FOUR THOUSAND Dollars (\$ 154,000.00)

**Alternate No. 2** Add Alternate for gutter and downspouts and internal gutter replacement for the lump sum of:

EIGHTY-NINE THOUSAND Dollars (\$ 89,000.00)

**Alternate No. 3** Add Alternate for exterior panel cleaning, gasket repair, window sealing and masonry cleaning and sealing for the lump sum of:

FIFTY-NINE THOUSAND Dollars (\$ 59,000.00)

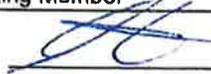
NAME OF BIDDER: C.D.W. Services LLC

ADDRESS OF BIDDER: 721 Papworth Ave, Ste 101, Metairie, LA 70005

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 45228

NAME OF AUTHORIZED SIGNATORY OF BIDDER: Christopher Walker

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Managing Member

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*: 

DATE: 04/15/21

## **THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:**

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* A **CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

# LOUISIANA UNIFORM PUBLIC WORK BID FORM UNIT PRICE FORM

TO: New Orleans Regional Transit Authority  
2817 Canal Blvd.  
New Orleans, Louisiana 70119

BID FOR: Exterior Envelope Repairs at ENO Maintenance Building  
3900 Desire Parkway  
New Orleans, Louisiana 70126

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
1		1	SF	\$3.80/sf	\$3.80/sf
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
2		1	LF	\$18.00/sf	\$18.00/sf
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
3		1	LF	\$18.00/sf	\$18.00/sf
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
4		1	Each	\$110.00 each	\$110.00 each
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				
DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#				

Wording for "DESCRIPTION" is to be provided by the Owner. All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

**CERTIFICATE OF AUTHORITY OF LIMITED LIABILITY COMPANY**

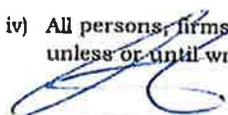
Date: April 15, 2021

The undersigned (the "Members") hereby certify that the Members are all of the members of C.D.W. SERVICES, L.L.C. (the "Company") or all of the members or managers of the Company required by the Company's articles of organization or operating agreement or contract to transact the Company's business and to grant the authority granted herein. Each of the Members hereby certifies that the Company is a limited liability company or domestic limited liability company, as such terms are defined in La. R. S. 12:1301, organized under the laws of the State of Louisiana and registered with the Louisiana Secretary of State in accordance with La. R.S. 12:1301, et seq., or a foreign limited liability company authorized to do business in the State of Louisiana pursuant to a certificate of authority issued by the Louisiana Secretary of State pursuant to La. R.S. 12:1342, et seq.

The Members hereby authorize, name, constitute and appoint:

**CHRISTOPHER D. WALKER** (referred to as "Authorized Individual" whether one or more, with any one of them having full authority to act alone on behalf of the Company) for and in the name and on behalf of the Company to do the following, until written instructions to the contrary are provided by the Company;

- i) Authority to conduct, manage, and transact the business and affairs for and on behalf of the Company; to purchase, sell, transfer, and convey or to mortgage real estate and to receive the price thereof, in the name of the Company, on such terms and conditions as said Authorized Individual shall deem proper in said Authorized individual's sole and uncontrolled discretions, and receive and receipt for rents and proceeds thereof as the same shall fall due; to make, sign and execute in name of the Company, all acts, whether of sale, mortgage, lease, re-lease, contract, compromise, covenant, deed, assignment, agreement, tax returns or otherwise, that shall or may be requisite or necessary; or containing such terms, conditions and provisions as said Authorized Individual shall deem fit and proper and bind the Company thereby as firmly as if same were or had been its own proper act and deed; to ask, demand, have, take, sue for and by all lawful ways and means to recover and receive of and from all and every persons, firms or Company, all and every sum of money, goods, debts, property and effects whatsoever, that now is or are or may hereafter be in his, her, their or its custody or possession, due, owing, coming or belonging to the Company, whether by bills, notes, book-debts, accounts, consignments, or for and by any reasons or means whatsoever, and to that end with whom it may concern, to accept and settle all accounts, and upon recovery and receipt, the premises to make and give good and sufficient discharge and acquaintances; to appear before all courts of law, and there to do, prosecute and defend, as occasion shall require, or to compromise, compound and agree in the premises, by arbitration or otherwise, as the said Authorized Individual shall in said Authorized Individual's discretion, think fit, also to apply for and obtain all and any attachments, sequestrations, injunctions and appeals, or give the requisite security and sign the necessary bonds; negotiate, settle, and compromise any and all causes of action associated to the damaging of any property described herein; to receive and receipt any and all proceeds thereof and to execute any and all documents or compromise agreements or settlement agreements in association therewith; and generally to do and perform all and every other act, matter and thing whatsoever as shall or may be requisite or necessary in the premises, as in the sole discretion of said Authorized Individual may seem requisite or proper, all as fully, amply and effectually, and to all intents and purposes with the same validity as if all and every such act, matter or thing, were or had been particularly stated, expressed and especially provided for, or as the Company could or might do if personally present; also with full power of substitution and revocation; and the said Company hereby agrees to ratify and confirm all and whatsoever the said Authorized Individual shall lawfully do or cause to be done by virtue of this Certificate of Authority.
- ii) Further, Authorized Individual is hereby authorized and empowered to appear before a Notary Public to sign and execute on behalf of the Company any and all documents necessary to perform the within described acts which he in his sole discretion shall deem necessary and proper. The Company and all members thereof shall be bound by all instruments, documents, agreements, and other writing executed by the Authorized Individual.
- iii) Further, that any and all action taken by Authorized Individual in Connection with this Certificate of Authority is hereby ratified and confirmed.
- iv) All persons, firms or corporations shall be entitled to rely on the authority granted herein to the Authorized Individual unless or until written instructions to the contrary signed by the Members are received by them.

  
CHRISTOPHER D. WALKER, Managing Member

**Bid Bond**

 **AIA** Document A310™ – 2010

**CONTRACTOR:**

*(Name, legal status and address)*

**C.D.W. SERVICES, LLC**  
721 Papworth Avenue, Suite 101  
Metairie, LA 70005

**SURETY:**

*(Name, legal status and principal place of business)*

**Lexon Insurance Company**  
10002 Shelbyville Rd., Suite 100  
Louisville, KY 40223

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

**New Orleans Regional Transit Authority**  
2817 Canal Street  
New Orleans, LA 70119

**BOND AMOUNT: FIVE PERCENT (5%) OF AMOUNT BID Dollars**

**PROJECT:**

*(Name, location or address, and Project number, if any)* **ENO Maintenance and Office Buildings Exterior Envelope Repairs, 3900 Desire Parkway, New Orleans, LA 70126; IFB #2020-021**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

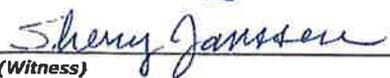
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

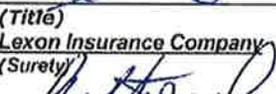
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of April, 2021

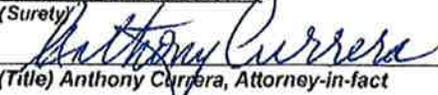
  
\_\_\_\_\_  
*(Witness)*

  
\_\_\_\_\_  
**C.D.W. SERVICES, LLC**  
*(Principal)* *(Seal)*

  
\_\_\_\_\_  
*(Witness)*

  
\_\_\_\_\_  
**Lexon Insurance Company**  
*(Surety)* *(Seal)*

Countersigned:   
\_\_\_\_\_  
**Anthony Carrera Louisiana Licensed Agent #99546**

  
\_\_\_\_\_  
*(Title)* **Anthony Carrera, Attorney-in-fact**

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured**

Initial AIA Document A310™— 2010. Copyright ©1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, [copyright@aia.org](mailto:copyright@aia.org). 061110



# POWER OF ATTORNEY

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation, **Endurance American Insurance Company**, a Delaware corporation, **Lexon Insurance Company**, a Texas corporation, and/or **Bond Safeguard Insurance Company**, a South Dakota corporation, each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Anthony Currera, Alexander J. Ellsworth, Kathryn Moore, Norma Toups** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **Ten Million Dollars (\$10,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the **President** of the Company under its corporate seal attested by its **Corporate Secretary**.

This appointment is made under and by authority of certain resolutions adopted by the sole shareholder of each Company by unanimous written consent effective the 15<sup>th</sup> day of June, 2019, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the sole shareholder of each Company by unanimous written consent effective the 15<sup>th</sup> day of June, 2019 and said resolution has not since been revoked, amended or repealed.

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 15<sup>th</sup> day of June, 2019.

<p><b>Endurance Assurance Corporation</b></p> <p>By: <i>Richard M Appel</i> Richard Appel, SVP &amp; Senior Counsel</p> 	<p><b>Endurance American Insurance Company</b></p> <p>By: <i>Richard M Appel</i> Richard Appel, SVP &amp; Senior Counsel</p> 	<p><b>Lexon Insurance Company</b></p> <p>By: <i>Richard M Appel</i> Richard Appel, SVP &amp; Senior Counsel</p> 	<p><b>Bond Safeguard Insurance Company</b></p> <p>By: <i>Richard M Appel</i> Richard Appel, SVP &amp; Senior Counsel</p> 
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**ACKNOWLEDGEMENT**

On this 15<sup>th</sup> day of June, 2019, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*  
Amy Taylor, Notary Public, My Commission Expires 5/9/23



**CERTIFICATE**

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy hereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof.
2. The following are resolutions which were adopted by the sole shareholder of each Company by unanimous written consent effective June 15, 2019 and said resolutions have not since been revoked, amended or modified:

RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, BRIAN J. BEGGS, CHRISTOPHER DONELAN, SHARON L. SIMS, CHRISTOPHER L. SPARKO, MARIANNE L. WILBERT**; and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company.

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 15<sup>th</sup> day of April, 2021.

By: *Daniel S. Luns*  
Daniel S. Luns, Secretary

**NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)**

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: [LexonClaimAdministration@sompo-intl.com](mailto:LexonClaimAdministration@sompo-intl.com)

Telephone: 615-563-9600 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870



RESOLUTION NO. 21-078

STATE OF LOUISIANA

PARISH OF ORLEANS

---

**REQUEST AUTHORIZATION TO INCREASE CDW SERVICES, LLC CONTRACT FOR  
EAST NEW ORLEANS FACILITY EXTERIOR ENVELOPE REPAIR**

---

Introduced by Commissioner Wegner, seconded by  
Commissioner Tillery.

**WHEREAS**, the original Design Package from CDM Smith consisted of a Base Bid and included three Add/Alternate scopes of work for the total exterior envelope repair; and

**WHEREAS**, due to budget constraints at the time of the bid was received and contract awarded, funding would only permit the awarding process, funding would only permit the awarding of the Base Bid and Add/Alt No. 1.; and

**WHEREAS**, additional sources of funding have been obtained through formula grants and this change order is to amend the contract to include all scope as shown on the Louisiana Uniform Public Work Bid Form; and

**WHEREAS**, alternate No. 2 will allow the replacement of gutters, and downspouts, and Alternate No. 3, will allow exterior envelope cleaning, sealing and general waterproofing of the building envelope; and

**WHEREAS**, the budget for this project has available funds to implement all items as presented in IFB 2020-021 due to the recent additional funding from Federal Formula Grants; and



RESOLUTION NO. 21-078

Page 2

WHEREAS, this change order for \$157,577.00 will increase the total contract value to \$737,577.00. There are funds available within the grants awarded: LA040045.1132.117102, LA040045.1132.117111, LA2016-019.1132.114402B, LA2019-016.1132.117208, LA2021-031.1132.114402, to execute this work; 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, authorization to increase CDW Services, LLC contract for East New Orleans Facility Exterior Envelope Repair.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>8</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>0</u>

AND THE RESOLUTION WAS ADOPTED ON THE 26<sup>TH</sup> DAY OF OCTOBER 2021.

\_\_\_\_\_  
FLOZELL DANIELS  
CHAIRMAN  
BOARD OF COMMISSIONERS



Board Report and Staff Summary

File #: 21-150

Board of Commissioners

FY 2021 Bus and Bus Facilities Grant Application

DESCRIPTION: Application for grant funding to design and build a Downtown Regional Transfer Center	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 staff to seek federal funds not to exceed the amount of \$18,793,228 to design and build the Downtown Regional Transfer Center. The total project amount is estimated at \$23,491,535; the local match is 20%, \$4,698,307.

ISSUE/BACKGROUND:

The Board previously selected the Basin and Canal Street location for the future site of the Downtown Regional Transit Center and authorized staff to begin pursuing site control, funding and all engineering and assessments required to build the Transit Center in this location.

DISCUSSION:

Staff is requesting \$18,793,228 to design and build a Downtown Regional Transfer Center. This will address the Rider Experience item PR 21: Establish a Downtown Transfer Center (Phase 2023-2027) of the Strategic Mobility Plan adopted by the Board.

FINANCIAL IMPACT:

The RTA will be responsible for the local match of \$4,698,307 if the entire grant amount is awarded.

NEXT STEPS:

This grant application is due November 19, 2021.

ATTACHMENTS:

1. Resolution

Prepared By: Lona Edwards Hankins, lhankins@rtafoward.org  
Title: Deputy CEO of Planning and Infrastructure

Reviewed By: Lona Edwards Hankins, lhankins@rtafoward.org  
Title: Deputy CEO of Planning and Infrastructure

Reviewed By: Gizelle Johnson Banks  
Title: Chief Financial Officer



Alex Wiggins  
Chief Executive Officer

10/12/2021

Date



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

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. 21-079

STATE OF LOUISIANA

PARISH OF ORLEANS

---

**AUTHORIZATION TO ALLOW STAFF TO SUBMIT A GRANT APPLICATION FOR FY  
2021 BUS AND BUS FACILITIES GRANT APPLICATION**

---

Introduced by Commissioner Wegner, seconded  
by Commissioner Tillery.

**WHEREAS**, the Board previously selected the Basin and Canal Street location for the future site of the Downtown Regional Transit Center and authorized staff to begin pursuing site control, funding and all engineering and assessments required to build the Transit Center in this location; and

**WHEREAS**, staff is requesting \$18,793,228 to design and build a Downtown Regional Transfer Center; and

**WHEREAS**, this will address the Rider Experience item PR 21: Establish a Downtown Transfer Center (Phase 2023-2027) of the Strategic Mobility Plan adopted by the Board; and

**WHEREAS**, the RTA will be responsible for the local match of \$4,698,307 if the entire grant amount is awarded; 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, is authorized to allow staff to submit a Grant Application for FY 2021 Bus and Bus Facilities Grant Application.



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

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. 21-079

Page 2

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>8</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>0</u>

AND THE RESOLUTION WAS ADOPTED ON THE 26<sup>th</sup> DAY OF OCTOBER 2021.

A handwritten signature in blue ink that reads "Flozell Daniels Jr." in a cursive script.

---

FLOZELL DANIELS  
CHAIRMAN  
BOARD OF COMMISSIONERS



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

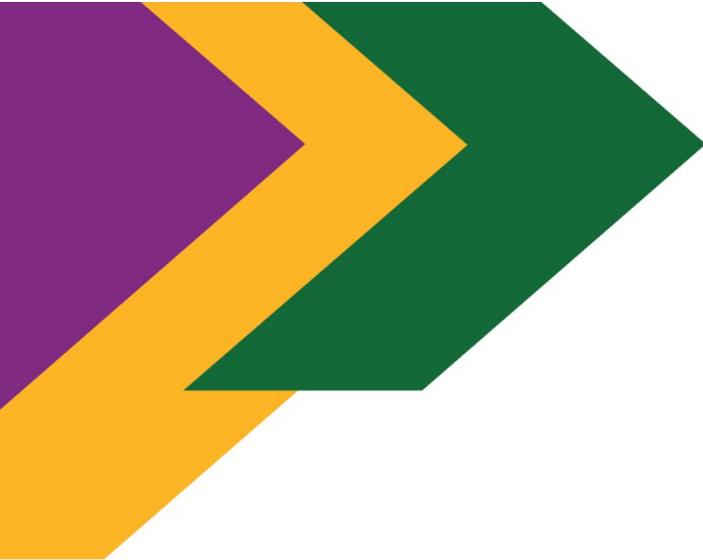
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**File #:** 21-178

**Board of Commissioners**

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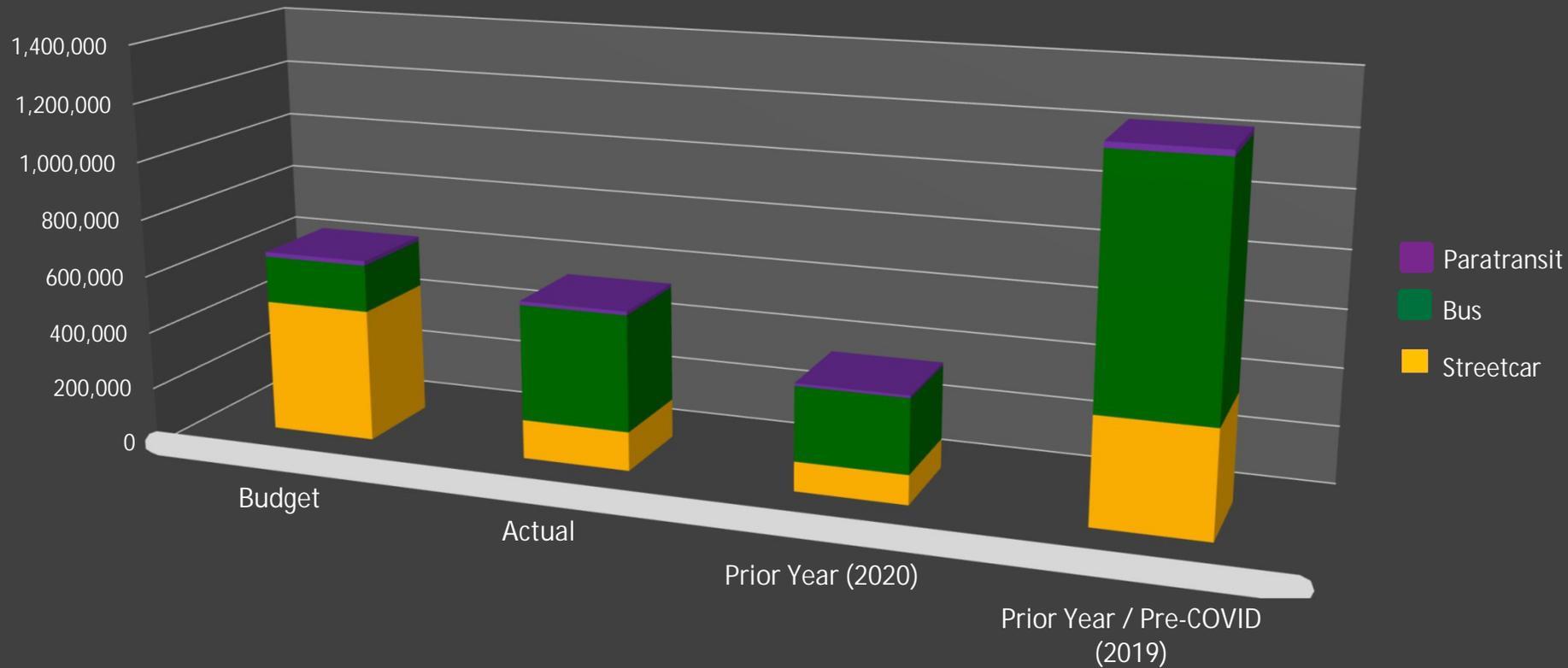
[Financial Presentation]



10/12/2021

*Regional Transit Authority*

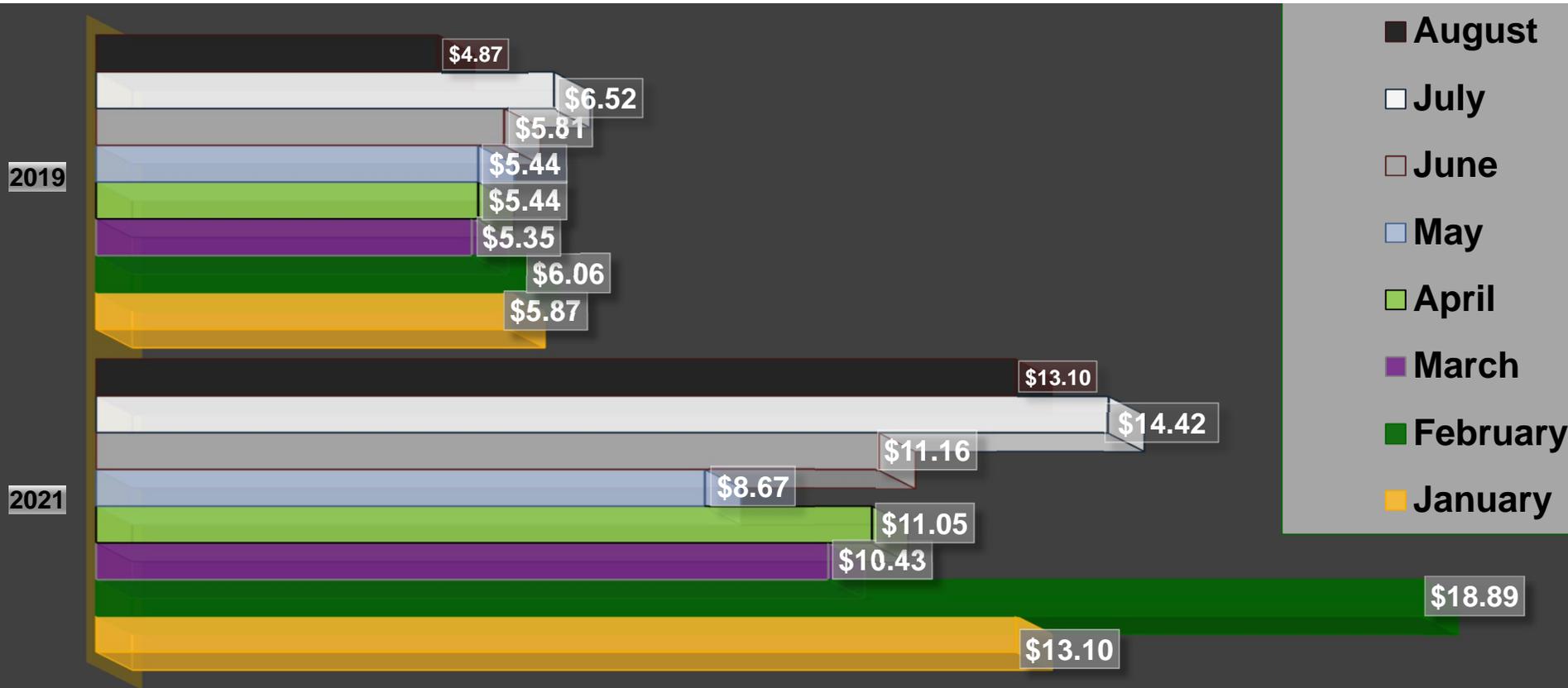
August 2021 Financials



# Ridership

August's ridership of 557k fell short of the budget by 14% or 91k passengers. This is largely due to the suspension of service (eff. Saturday, August 28) because of Hurricane Ida. It represents a 16% decline when compared to July's ridership. Year-to-date comparisons to August actuals show improved but mixed results across the spectrum - when compared to the budget (-6.8%), 2020 actuals (+6.8%) and 2019 pre-COVID actuals (-55.2%).

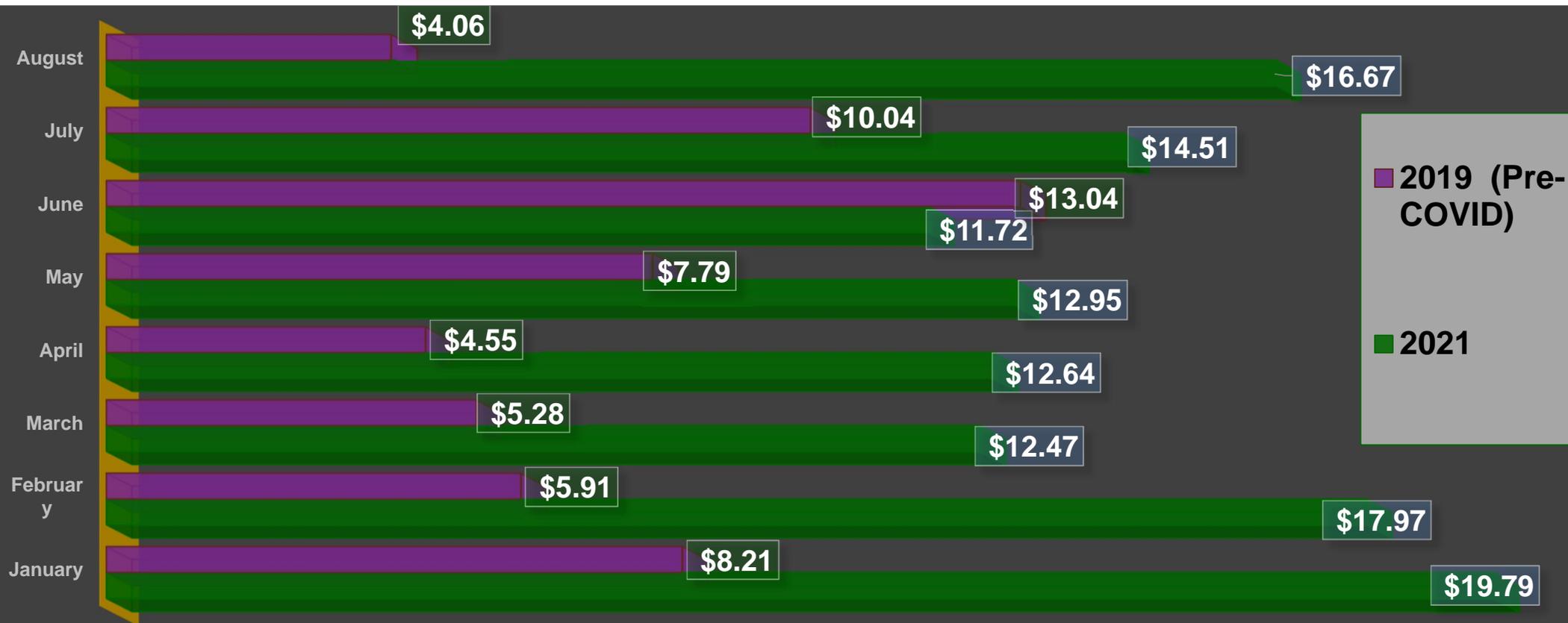




## Operating Cost per Unlinked Passenger Trip 2021 vs. 2019 (Pre-COVID)

For the first time since May, there was a drop in the cost per passenger trip for the month of August, down by \$1.32 from the prior month.



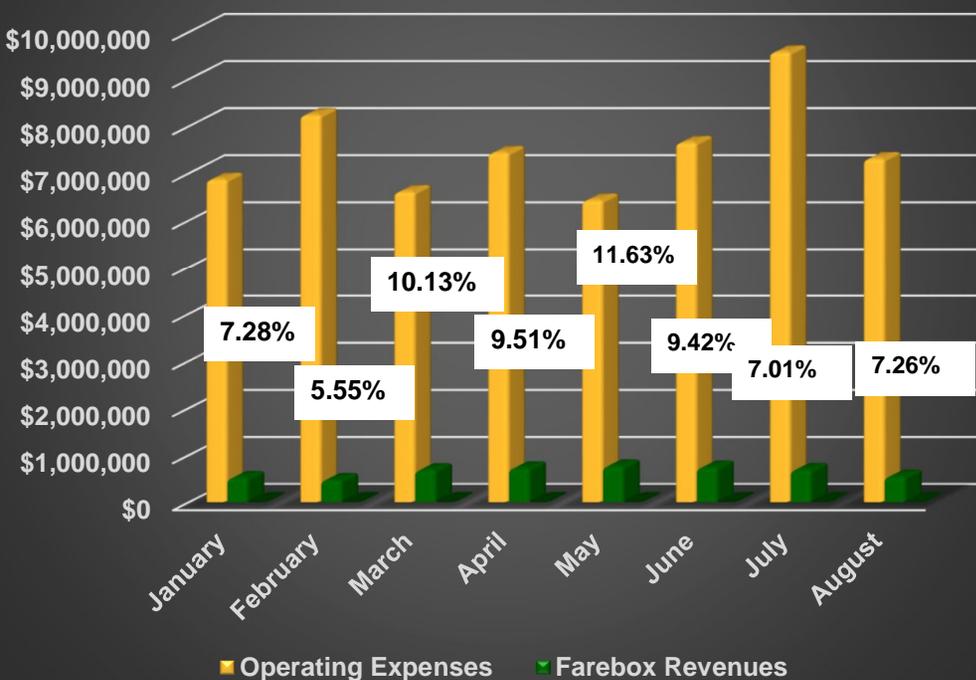


## ***Ferry - Operating Cost per Unlinked Passenger Trip 2021 vs. 2019 (Pre-COVID)***

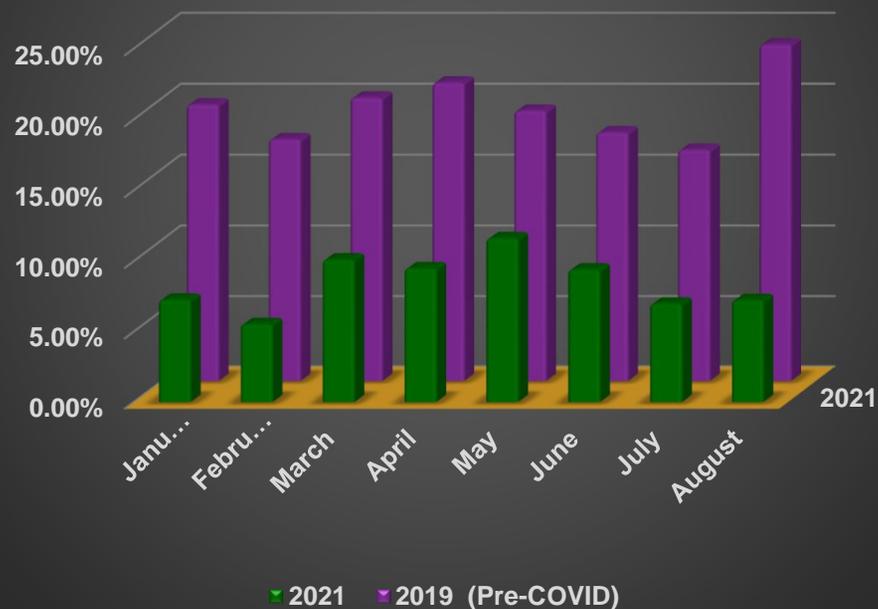
Ferry cost per passenger trip climbed by \$2.16 in August, making it second to the largest increase, which occurred last month.



## CY 2021 Total Operating Expenses, Farebox Revenue & Farebox Recovery



## Farebox Recovery Rates 2021 vs 2019 (Pre-COVID)

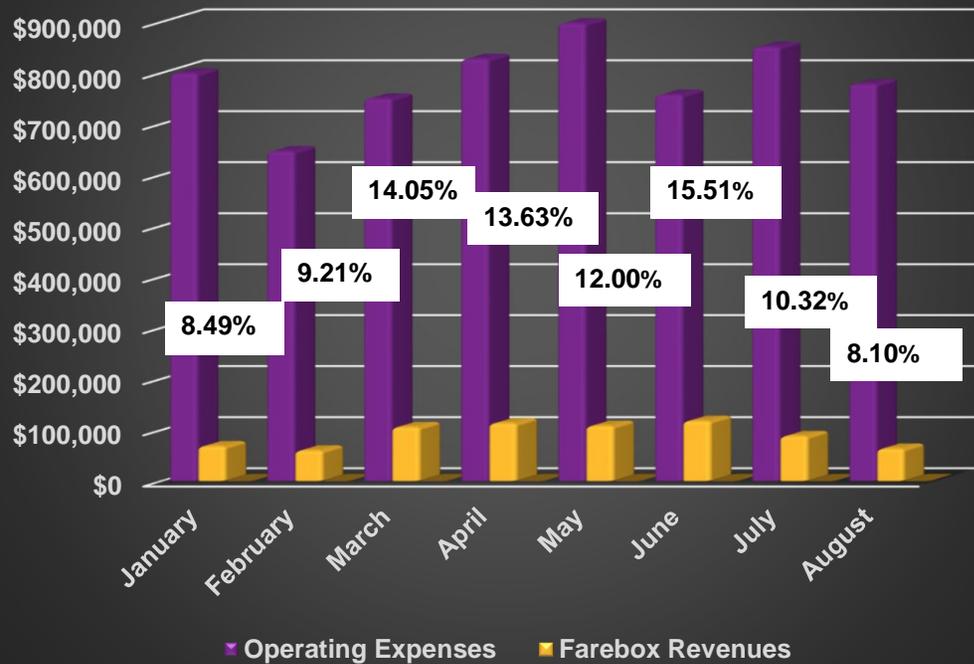


### Farebox Recovery Rates 2021 vs. 2019 (Pre-COVID)

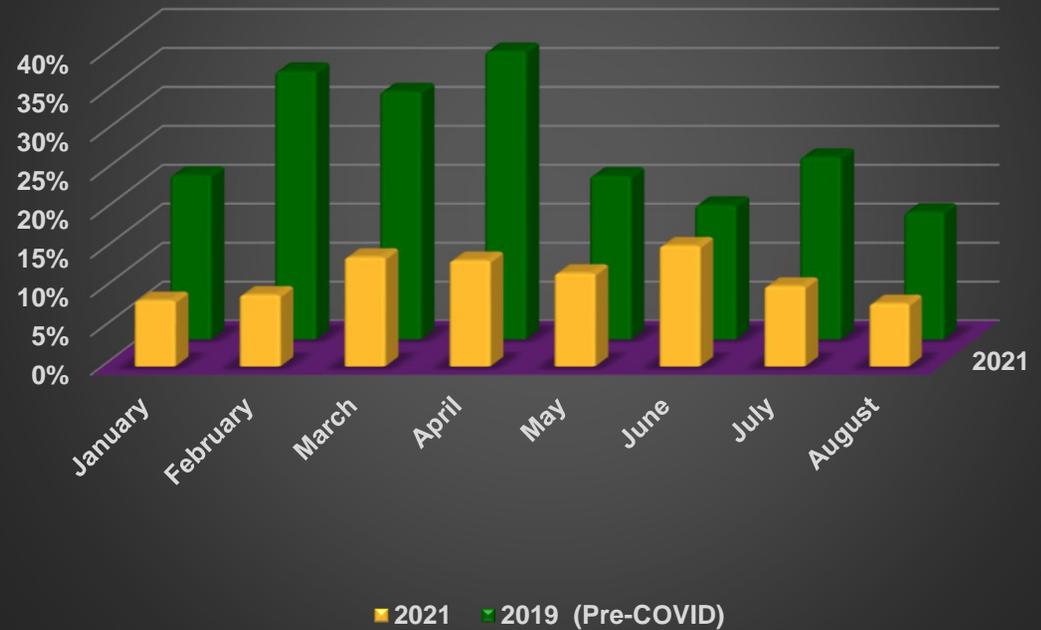
Fare revenue continues to offset a significantly lower percentage of operating expenses. August's farebox recovery remained relatively flat, increasing by only .25%.



## CY 2021 Total Operating Expenses, Farebox Revenue & Farebox Recovery



## Farebox Recovery Rates 2021 vs 2019 (Pre-COVID)



### FERRY- Farebox Recovery Rates 2021 vs. 2019 (Pre-COVID)

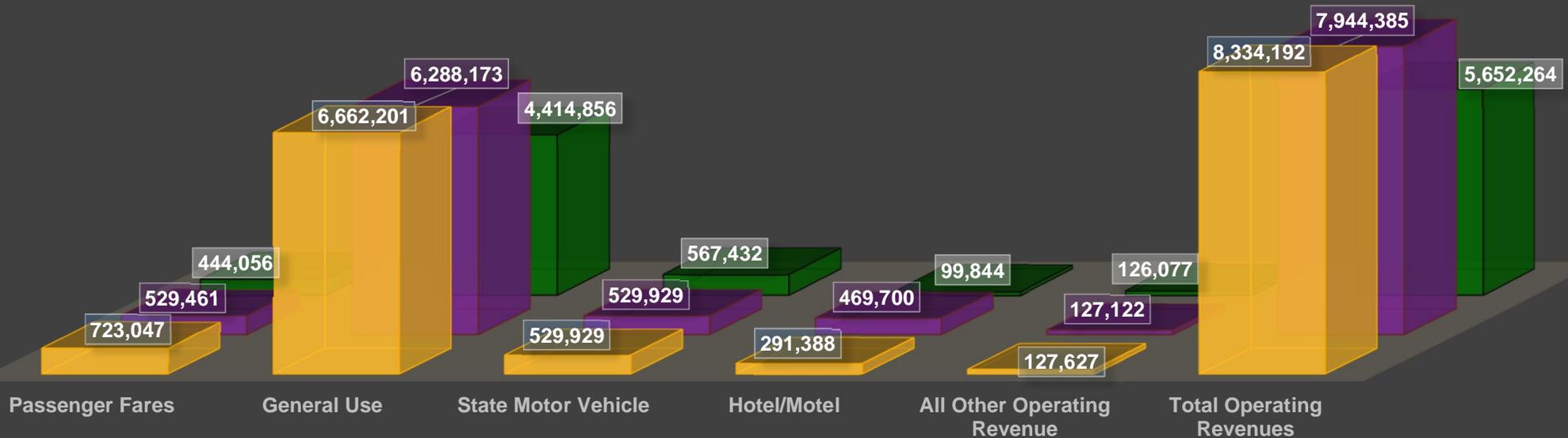
Ferry ridership has dropped dramatically because of the pandemic, causing fare revenue to offset a significantly lower percentage of operating expenses. After reaching a year-high mark in June, the farebox recovery rate for ferry operations slid for the second consecutive month; this time by 2.22%.



■ Budget

■ Actual

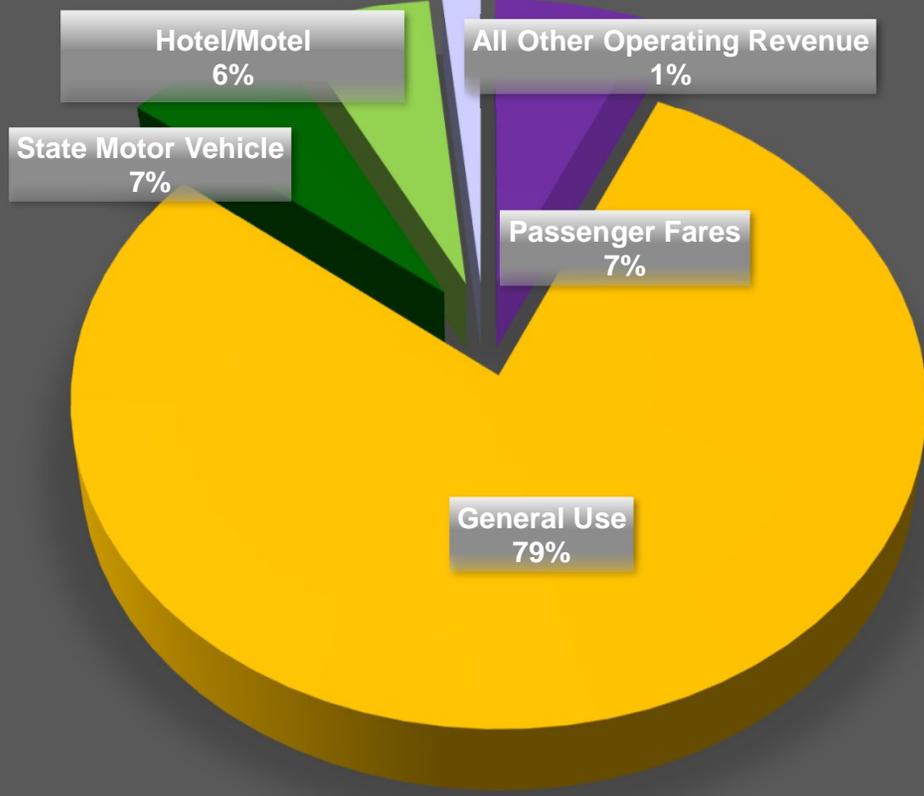
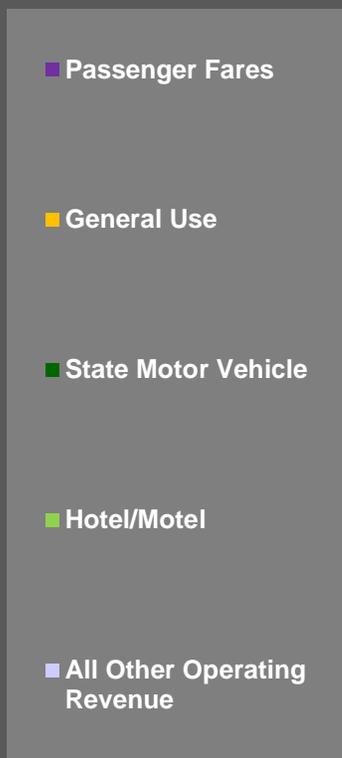
■ Prior Year



## Operating Revenues (Budget, Actual & Prior Year)

Overall, Operating Revenues display positive results for the month when compared to the prior year. (Note that fare collections were suspended in April 2020.) Passenger Fares especially took a hit in August because of Hurricane Ida, falling short of the budget by \$194k or 26.8%. When compared to July's fare collections, August's actuals fell by 21%. CNO sales tax collections through July have been received, exceeding the 7-month projections by \$8m or 22.5%.



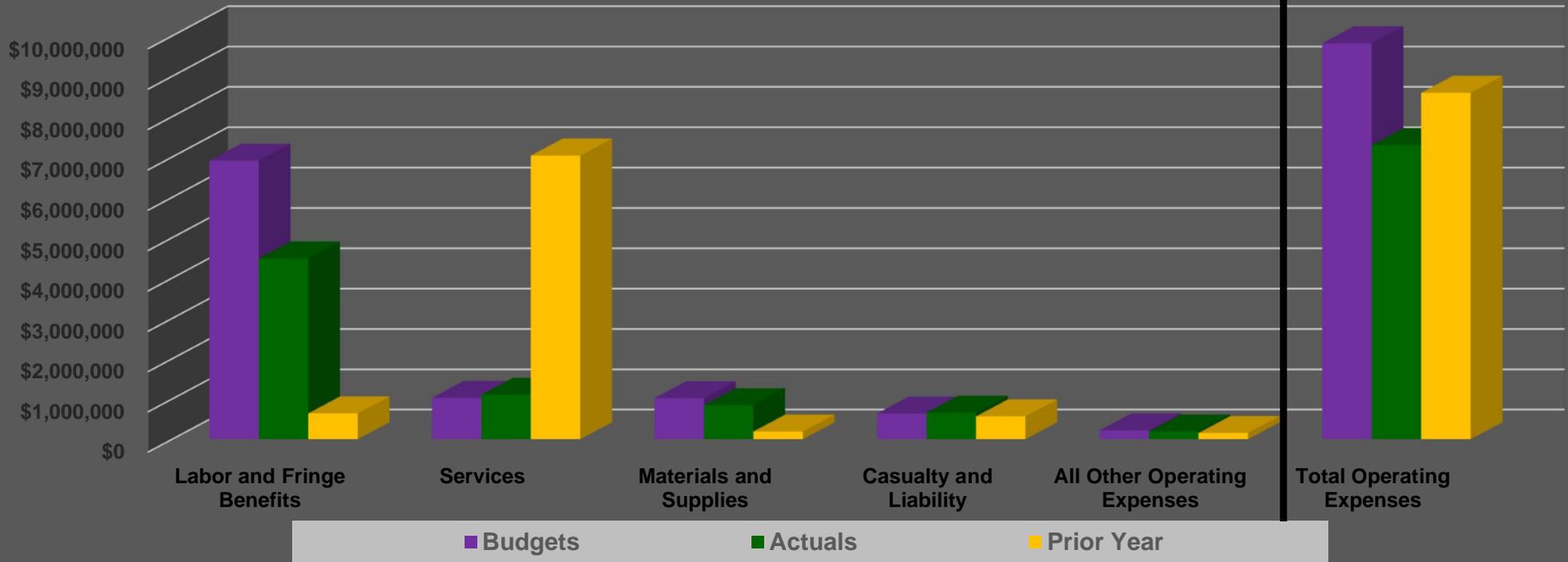


## ***Operating Revenues (Actual)***

Of the \$7.9m in Operating Revenues, 79% or \$6.3m is derived from General Use Sales Taxes.



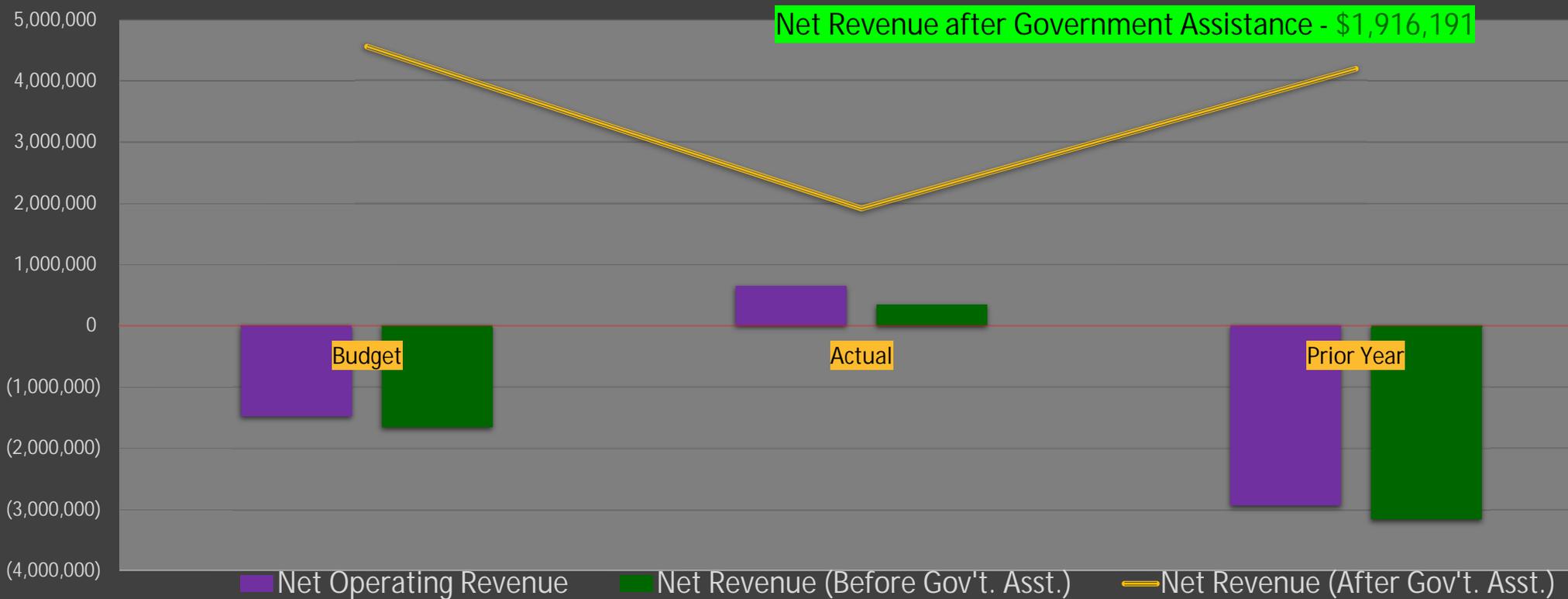
## Operating Expenses (Actual - \$7,294,851)



## Operating Expenses

Labor and Fringe Benefits, the largest expenditure at \$4.5M, comprised 61.5% of this month's actual expenses. Staff's massive post-transition payroll analysis and true-up continue. The contrast in 2020 and current year results for Labor and Fringe Benefits and Services is directly related to the transition from the O & M contractual arrangement with Transdev to 100% in-house operations. In total, Operating Expenses for the month compared favorably with the budget with a 25.7% or \$2.5m positive variance.

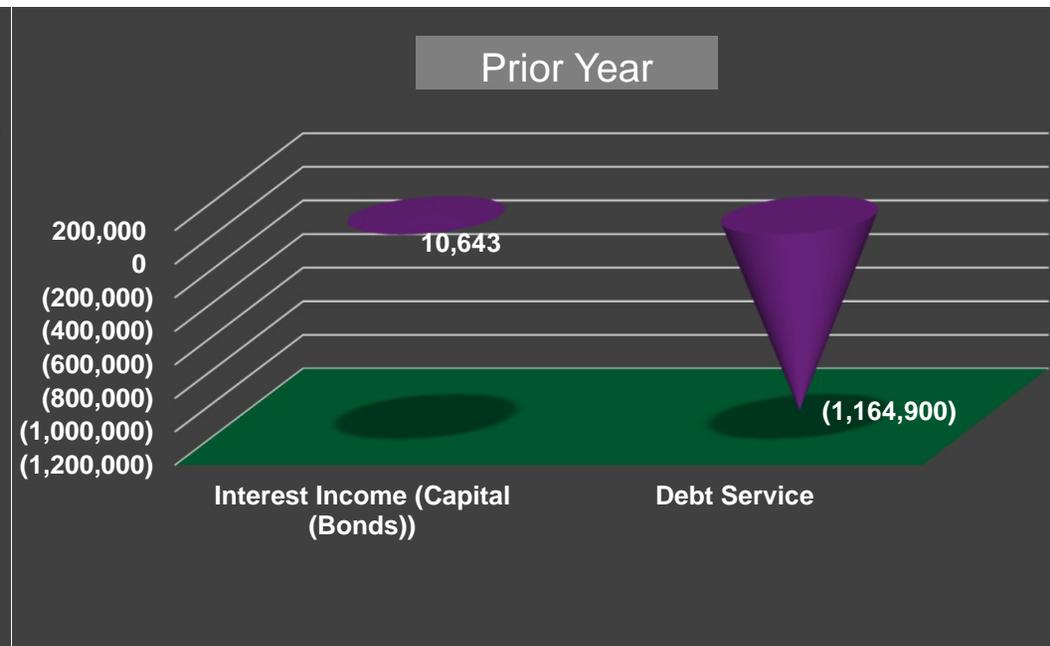
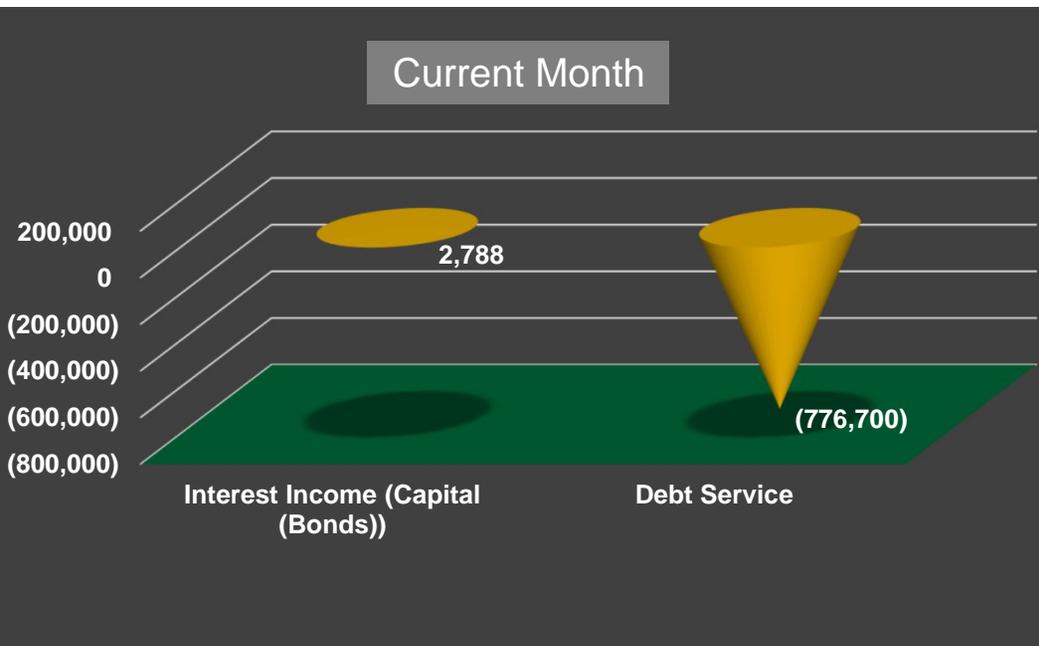




## ***Net Revenue (Before and After Government Assistance)***

Net Revenue (Before Government Assistance) is \$346k for the month of August. This positive position is largely attributable to the \$650k in Net Operating Revenue for the month. After applying the month's \$1.6m in Government Operating Assistance, which included \$491k in CRSRSAA Act funding, Net Revenue increased to \$1.9m.

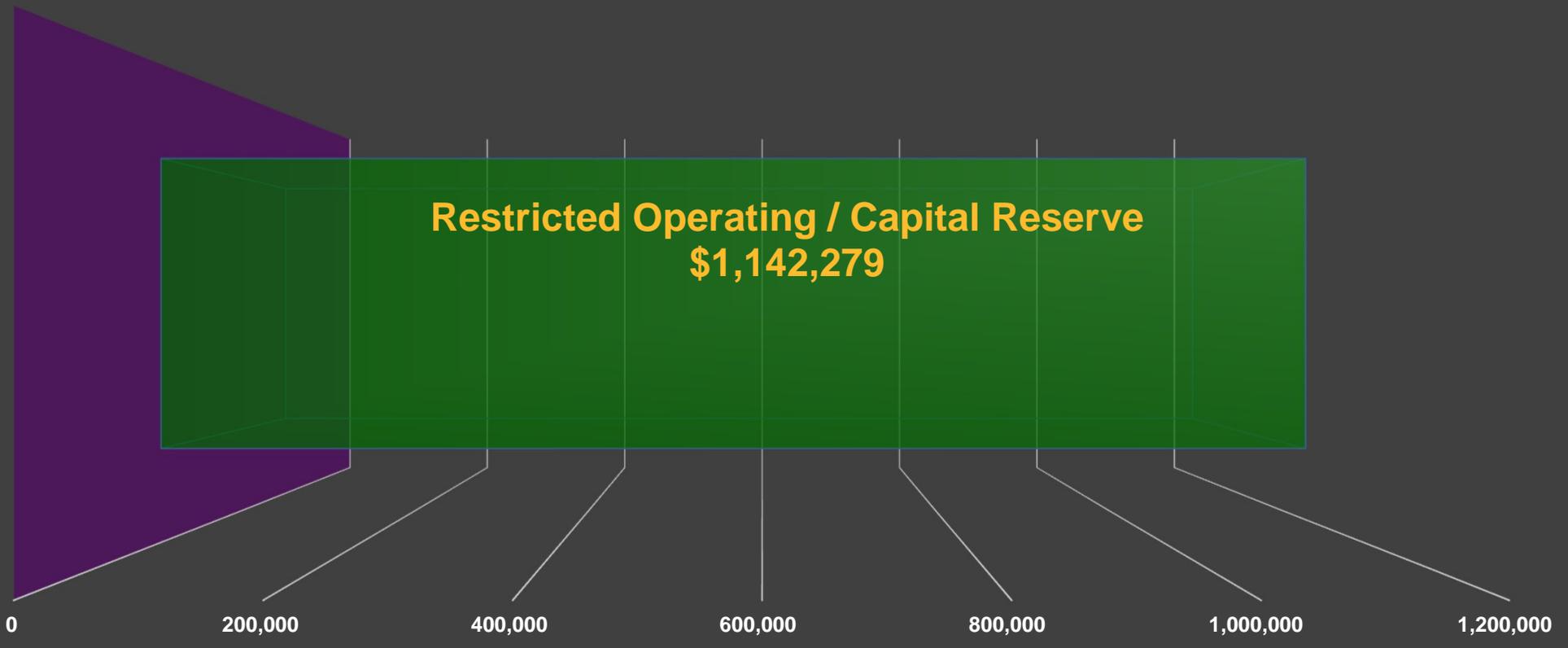




## ***Capital Expenditures and Debt Service***

As result of the bond refinancing in September 2020, Debt Service was dramatically reduced by \$388k from prior year actuals for the month and by \$3.9m year-to-date.

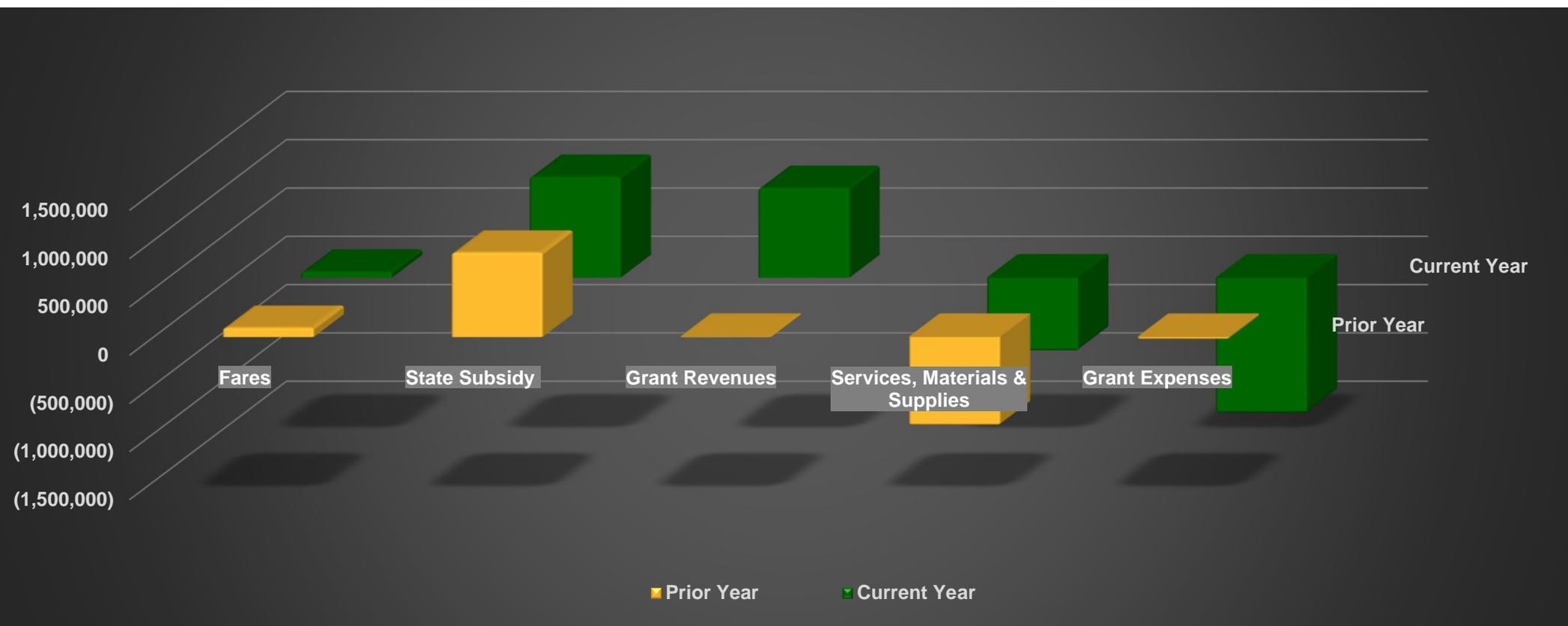




## ***Operating Reserve***

The positive variance that resulted from Net Revenue (After Government Assistance) added \$1.1m to Restricted Operating/Capital Reserve after the offset of \$774k in Debt Service.





## Maritime Operations

Passenger fare revenue for ferry operations decreased by \$25k from the prior month. This drop is largely due to the suspension of service beginning August 28 as a result of Hurricane Ida. August 2021 operating expenses, however, produced mixed results - over budget by \$241k and down by \$183k from the prior year.



# August 2021 Summary of Sources

## AUGUST 2021 SUMMARY OF SOURCES

Aug-21

(\$ IN MILLIONS)	Current Month				YTD	
	Budget	Actual	\$ Variance	%Variance	YTD Budget	YTD Actual
Sales Tax	7,483,518	7,287,802	(195,715)	-2.6%	47,358,143	54,000,012
Government Assistance	6,221,703	1,569,717	(4,651,985)	-74%	26,788,056	16,262,996
Sales Tax & Government Assistance	13,705,221	8,857,519	(4,847,701)	-35%	74,146,199	70,263,009
Passenger Fares	723,047	529,461	(193,585)	-26%	5,703,466	4,994,398
Other Operating Revenues	127,627	127,121	(505)	-0.4%	986,102	937,703
Subtotal Transit Operations	850,674	656,582	(194,091)	-22%	6,689,568	5,932,101
Total Operating Revenues	14,555,895	9,514,102	(5,041,792)	-34%	80,835,767	76,195,111
Capital Funding	2,006,053	28,107	(1,977,945)	-98%	19,786,264	1,168,718
Investment Income	4,000	2,787	(1,212)	100%	8,000	34,407
Subtotal Capital & Bond Resources	2,010,053	30,895	(1,979,157)	-98%	19,794,264	11,721,589
Total Revenue	16,565,948	9,544,997	(7,020,950)	-42%	100,630,031	87,916,700
Operating Reserve	(3,893,225)	(1,142,279)	2,750,945	-70%	(3,083,233)	(7,989,873)
Total Sources	12,672,723	8,402,718	(4,270,004)	-33%	97,546,798	79,926,827



## August 2021 Summary of Uses

AUGUST 2021 SUMMARY OF USES							
USES (\$ IN MILLIONS)	Budget	Actual	\$ Variance	%Variance		YTD Budget	YTD Actual
Transit Operations	9,817,650	7,294,851	2,522,798	25%		70,966,574	59,963,807
TMSEL Legacy Costs	177,250	303,059	(125,809)	-70%		1,419,800	2,269,715
Maritime Costs	0	0	0	0%		0	0
Capital Expenditures	1,902,053	28,107	1,873,945	98%		19,198,264	11,587,799
FEMA Project Worksheets Expenditures	104,000	0	104,000	100%		588,000	99,382
Debt Service	671,770	776,699	(104,929)	-15%		5,374,160	5,552,591
<b>Total Expenditures</b>	<b>12,672,723</b>	<b>8,402,718</b>	<b>4,270,004</b>	<b>33%</b>		<b>97,546,798</b>	<b>79,473,297</b>
Operating Reserve	0	0	0	0		0	0
<b>Total Uses</b>	<b>12,672,723</b>	<b>8,402,718</b>	<b>4,270,005</b>	<b>33%</b>		<b>97,546,798</b>	<b>79,473,297</b>



***Thank You!***





Board Report and Staff Summary

File #: 21-154

Board of Commissioners

Safety On-Call Consultant

DESCRIPTION: Authorization to award contract to ADS System Safety Consulting, LLC for technical support on an on-call basis in the areas of Safety & Security Certification (SSC), internal Safety Management Systems (SMS) auditing, capital project review, and occupational safety and health compliance.	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 award a contract to ADS System Safety Consulting, LLC for on-call technical safety support on-site as outlined in the Request for Proposals (RFP) No. 2021-016. The period of performance is three (3) years. The contract allows for up to three, one-year renewal options.

ISSUE/BACKGROUND:

RTA staff have identified a need for assistance in maintaining compliance with several Federal requirements in safety-critical areas. Staff believes adding an on-call, as needed consultant to support current efforts in Safety and Security Certification (SSC), Safety Management Systems (SMS) documentation, internal auditing, technical review of capital projects for system safety purposes, occupational safety and health, and industrial hygiene will serve to further protect the health and well-being of RTA employees and contractors, and ultimately, contribute to a safer transit system for the riding public.

DISCUSSION:

RTA has a need to establish or maintain compliance with Federal Transit Administration (FTA), Occupational Safety and Health Administration (OSHA) and Louisiana Department of Transportation and Development (LADOTD) requirements related to safety programs and practices. This procurement provides much needed technical assistance with SSC for federally funded capital projects as well as safety and industrial hygiene as it relates to OSHA compliance. RTA will also receive assistance to develop and fully implement SMS in accordance with applicable FTA and LADOTD requirements. Specifically, the consultant would ensure RTA is in compliance with 49 CFR Parts 670, 672, 673 and 674, assist RTA with maintenance and implementation of its Safety and Security Certification Program Plan (SSCPP), and assist with OSHA-required industrial hygiene assessments and other safety assessments and audits. Assuring RTA is compliant in the aforementioned areas will afford it the ability to maintain a safe and healthy work environment for its employees and contractors.

**FINANCIAL IMPACT:**

The cost for this procurement is estimated to be \$300,000.00 (\$100,000/year for three years). The actual project cost will depend on number times the consultant will be required. The contract allows for up to three, one-year options each estimated to have the same annual cost of \$100,000 if executed.

**NEXT STEPS:**

Upon RTA Board approval, an award letter will be issued to ADS System Safety Consulting, LLC and a purchase order will be executed. An on-site kick-off meeting will be held with vendor representatives and RTA staff.

**ATTACHMENTS:**

1. Technical Evaluation Committee RFP 2021-016 Evaluation Summary
2. Administrative Review Form RFP 2021-016
3. Procurement Summary RFP 2021-016
4. On-Call Safety Consultant Solicitation Request Routing Sheet
5. Board Resolution

Prepared By: Michael J. Smith  
Title: Chief Safety Officer

Reviewed By: Gizelle Johnson Banks  
Title: Chief Financial Officer

Reviewed By: Click or tap here to enter text.  
Title: Click or tap here to enter text.



10/22/2021

Alex Wiggins  
Chief Executive Officer

Date



**Regional Transit Authority  
Administrative Review Form**

Project Name: On-Call Safety Support Services

Type of Solicitation: RFP 2021-016 DBE/SBE Participation Goal: 0% Number of Respondents: 3

Prime, Primary Contact and Phone Number	DBE and Non-DBE Subconsultants	DBE Commitment Percentage	Price (RFP and ITB ONLY)
ADS Safety	N/A	0%	
K & J Safety	N/A		
Transit Safety	N/A		

\*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
ADS Safety	Y	Y	Y	Y	Y	Y	Y	Y	Y
K & J Safety	Y	Y	Y	Y	Y	Y	Y	Y	Y
Transit Safety	Y	Y	Y	Y	Y	Y	Y	Y	Y

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

Vendor Name: ADS Safety

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
ADS Safety										
K & J Safety										

Transit Safety									
-------------------	--	--	--	--	--	--	--	--	--

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

Vendor Name: ADS Safety

Certified by: Name and Title      Briana Howze, Contract Administrator

## **PROCUREMENT SUMMARY-RFP 2021-016**

### **REQUIREMENTS**

A Solicit Request Routing Sheet for On- Call Safety Support Services with attached scope of work was received by Procurement from Executive Office on July 15, 2021.

### **SOLICITATION**

Request for Proposal (RFP) No. 2021-016 Public Notice was published in The Advocate. The Public Notice and the RFP 2021-016 was posted on the RTA website beginning 7/20/21. The RFP submittal deadline was 8/17/21 at 4:00pm.

### **RFP SUBMITTAL**

Submittal deadline was on 8/17/21 at 4:00pm. Briana Howze handled the receipt of all submissions received. Three (3) proposals were received.

### **DETERMINATION**

Three (3) responsive proposals were received.

### **SUBMITTAL ANALYSIS**

Respondents  
ADS Safety  
K & J Safety  
Transit Safety

Required Forms  
ALL SUBMITTED  
ALL SUBMITTED  
ALL SUBMITTED

### **SUMMARY**

An Administrative Review was prepared by Briana Howze.

The Technical Evaluation Committee meeting was held on Tuesday, August 27, 2021 at 2:30 PM in the RTA Board Room.

The Technical Evaluation Committee was selected and authorized by Gizelle Banks and was comprised of:

Korrie Mapp  
Don Washington  
John Dilosa  
Robert Stickney

The Technical Evaluation Committee scoring was as follows:

ADS Safety	335
K & J Safety	255
Transit Safety	267

ADS Safety was the highest scoring firm and Procurement will proceed into negotiations with RTA Project Manager and Vendor.

ADS Safety cost has been determined to be fair and reasonable and is recommended for award.



### Regional Transit Authority Solicitation Request Routing Sheet

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

<b>Attachments</b> (*Indicates Required Items)	
* Scope of Work *	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

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.

Korrie Mapp  
Name

Dir. Occ. Safety + Health 8464  
Title Ext.

B. Name of Project, Service or Product: On-Call Technical Safety Support

C. Justification of Procurement:

This solicitation is for a highly qualified consultant to provide technical in the areas of Safety and Security Certification (SSC), internal Safety Management Systems (SMS) documentation and auditing, the technical review of capital projects for system safety purposes, and Occupational Safety and Health and Industrial Hygiene program implementation. Through recent third-party and oversight audits and internal reviews, RTA staff have identified a critical need for additional technical support in these areas. Support will be coordinated through task orders on an on-call basis. This work will augment current, ongoing efforts to implement SMS throughout the agency as mandated by the Federal Transit Administration (FTA), and comply with federal and local safety regulations and standards.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?  Yes  No  
[Signature] Date 7/12/21  
Director of Grants / Federal Compliance

E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached  
[Signature] Date 7/8/21  
Safety Director

Risk Management: Include Standard Insurance Provisions Only?  Yes  No  
Include Additional Insurance Requirements Attached N/A



7/9/2021

Risk Management Analyst

Date

F. 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 Available Funding: \$ 50,000 Jan 2021 only  
 Estimated Cost: { \$300,000 total contract } \$ 100,000/yr Jan 3 years  
 FTA Grant No.(s) \$50,000 est. for 2021

Line Item(s) \_\_\_\_\_

Operations/Department Code \_\_\_\_\_

Budget Code(s) 1460002.7070.166

Monica J. Richard  
Budget Analyst Date 7/12/2021

G. DBE/SBE Goal: 0 % DBE 0 % Small Business

John G. Zini  
Director of Small Business Development Date 7/12/2021

John G. Zini  
DBE/SBE Compliance Manager Date 7/12/2021

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

Michael J. Smith  
Department Head Date 7/8/21

N/A  
Division Manager Date N/A

James H. Bagstad  
Director of Procurement Date 7/12/21

**FOR PROCUREMENT USE ONLY**

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP

**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.

**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.

  
\_\_\_\_\_  
Chief Financial Officer

7/13/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

## On-Call Technical Safety Support

(Including Safety and Security Certification, SMS Documentation and Auditing, and Technical Review Services)

RTA Safety Department

### **BACKGROUND**

This Scope of Work is for a highly qualified consultant to support the New Orleans Regional Transit Authority (RTA) on an on-call/as-needed basis in the areas of Safety and Security Certification (SSC), internal Safety Management Systems (SMS) documentation and auditing, the technical review of capital projects for system safety purposes and Occupational Safety and Health and Industrial Hygiene. Program areas listed under this Scope of Work support RTA's technical and organizational capacity to comply with all FTA and Louisiana Department of Transportation and Development (LADOTD) safety-related and Occupational Safety and Health Administration (OSHA) requirements.

1. The consultant project manager and all project staff must have direct experience in bus, streetcar, and paratransit safety management.
2. The consultant team ["consultant"] must include staff with previous, direct experience in SSC for federally-funded capital projects.
3. The consultant team must include staff with direct experience in safety, industrial hygiene and OSHA compliance.
4. Consultant's primary tasks will support RTA's current efforts to adhere to OSHA standards and regulations.
5. Consultant's primary tasks will support RTA's current efforts to develop and fully implement SMS in accordance with applicable FTA and LADOTD requirements. Specifically, this Scope of Work aims to augment ongoing SMS processes and activities that are currently incorporated into RTA's Agency Safety Plan (ASP) and are currently being implemented under the direction of the Chief Safety Officer, with the additional technical capacity and resources needed to fully implement SMS in accordance with FTA and LADOTD requirements.
6. Tasks will be authorized on the basis of individual task orders that will include a brief description of the request, scope of work, estimated task hours, and schedule. For each project task, the consultant will determine a proposed work plan, including Scope of Services, man-hour estimate, specific staffing, cost estimate and schedule. Proposed work plans are subject to review and approval prior to commencement of work.
7. The consultant will be responsible for performing the specific tasks as defined in this Scope of Services in a professional, timely, and cost-effective manner.
8. The RTA reserves the right to perform some or all the required tasks and delete some from the consultant's Scope of Services.

The following Scope of Work describes the four primary areas in which RTA is seeking a qualified consultant's support through the task order system described above.

## **SCOPE OF WORK**

### **1. Safety and Security Certification (SSC)**

The consultant shall help RTA maintain and implement its Safety and Security Certification Program Plan (SSCPP) as well as all referenced plans and procedures. For individual capital projects, through individual task orders, the consultant will support RTA staff with the development and implementation of Safety and Security Management Plans (SSMP) to certify that all system components are safe and secure for passenger service.

Supporting activities that may be issued as individual task orders include, but are not limited to: hazard analyses, threat and vulnerability assessments, establishing safety and security design criteria, identification of certifiable elements, and verification of conformance with project safety and security requirements. Ad hoc task orders may also be issued to support RTA with technical reviews of site plans, engineering drawings, and other project documents for system safety purposes, consistent with FTA's SMS requirements.

Consultant shall help ensure emergency response capabilities for RTA operations, maintenance and dispatch personnel are adequate.

Consultant shall support RTA's current efforts to review, revise, approve, and issue existing and new standard operating procedures (SOPs) for certifiable projects.

Consultant shall support RTA's Safety & Security Certification Review Committee (SSCRC) on an as-needed basis, including development and delivery of SSC-related documents, and facilitation of SSCRC meetings.

### **2. Safety Management System (SMS) Documentation and Auditing**

The consultant will support the Chief Safety Officer, executive leadership team, and safety staff with developing, implementing, reviewing, and updating RTA's SMS programs and plans, ensuring compliance with 49 CFR Parts 670, 672, 673, and 674.

Task orders may require facilitation of, and participation in, working group/committee meetings with RTA and LADOTD personnel as needed.

Safety-related documentation that may require review and technical support is expected to include, but not be limited to:

- ASP
- Accident/Incident Investigation Procedures
- Internal Safety Management Audit (ISMA) procedures, reports, checklists, briefings, and other related documents
- SSCPP and project-specific SSMPs

- Safety and security documentation as required by U.S. Coast Guard
- Security and Emergency Preparedness Plan and “all hazards” plans
- Fire/Life Safety plans, policies, inspection materials, and reports
- Employee Safety Reporting Program (ESRP) documentation
- Standard Operating Procedures (SOPs) and Emergency Operating Procedures (EOPs)
- Safety rules for all operating modes
- Quarterly Safety Meeting materials (safety training only)
- SMS training for all levels of staff
- Training plans and records (safety training only)
- Safety Risk Management documentation—
  - Hazard notifications and logs
  - Hazard/risk evaluation and analysis
  - Hazard investigation reports
  - Mitigation monitoring and management plans
- Accident/incident investigation reports
- SMS implementation plan (SIP) status reports and briefings

The consultant will support any and all aspects of the Safety Department’s Internal Safety Management Audit process, in accordance with both RTA’s ASP and FTA regulations. This will consist of direct responsibility for completing audits of three to six pre-selected, safety-critical functions or RTA departments per 12-month cycle, with each audit broken down into the following tasks:

- Formal notification to department stakeholders, executive leadership, and the SSO
- Development of topic-specific audit checklists
- Interviews of agency staff and management
- Performance of on-site verification activities to evaluate conformance to agency safety and operations procedures and other internal/external requirements
- Delivery of draft and final audit reports containing observations, findings, and completed audit checklists
- Development and issuance of formal corrective action plans (CAPs) to responsible parties (RTA management).

The consultant shall provide additional technical assistance to the Chief Safety Officer in support of monitoring the progress of CAPs and developing status reports or briefings as necessary.

Monitoring progress relative to CAPs may require additional document review and meetings (in-person or virtual) with department stakeholders. The need for additional technical assistance in support of implementing a CAP may be identified as a separate task order item.

The consultant may be tasked through a specific task order to develop one or more CAPs for RTA and LADOTD review and approval. This process would consist of: identifying the deficiency or hazard, assessing the associated level of risk (based on the safety risk assessment methodology in the ASAP), developing

the formal required action in consultation with the responsible party and Safety staff, identifying the person directly responsible, and providing an appropriate estimated date of completion.

Based on the results of the above documentation and audit activities, the consultant will advise RTA in making the necessary program improvements to meet the requirements of the FTA and LADOTD.

### **3. Technical Review Support**

The consultant in this capacity shall provide experienced and qualified staff to review and advise RTA on existing or planned RTA capital projects, on behalf of or in support of the Chief Safety Officer, for system safety purposes. Under the Management of Change and Safety Assurance (SA) requirements of SMS, codified in 49 CFR Part 673, FTA requires that certain types of projects and system modifications be evaluated under the agency's Safety Risk Management (SRM) and SA processes as described in the ASP. The consultant shall support RTA's efforts to identify qualifying projects or changes, perform thorough hazard analyses and risk assessments, and develop and implement mitigations as appropriate, consistent with these requirements.

Task orders may require facilitation of, and participation in, working group/committee meetings with RTA and LADOTD personnel as needed.

Task orders will either be issued for individual deliverables that support the Chief Safety Officer's existing SRM and SA processes for a given project or for complete and direct handling of a project on the Safety Department's behalf (i.e., multiple deliverables over the project's lifecycle).

### **4. Occupational Safety and Health and Industrial Hygiene**

The consultant shall help RTA write and implement its Safety and Health policies as well as all referenced plans and procedures. The consultant will support the Director of Occupational and Safety with conducting industrial hygiene assessments and other workplace safety assessments or audits. The consultant in this capacity may be tasked with delivering training and/or facilitating or leading safety meetings, on behalf of or in support of the Safety Department.

Supporting activities that may be issued as individual task orders include, but are not limited to:

- Perform hazard analyses
- PPE assessment
- Hazardous Communication development and evaluation
- Develop system-wide Lockout/Tag out program
- Noise surveys
- Air monitoring
- Fit testing
- Heat stress maps

- Ad hoc task orders may also be issued for additional occupational safety and health and industrial hygiene purposes.

**PERIOD OF PERFORMANCE**

This contract will be awarded for a three-year period with three one-year options.



## Proposed Project Schedule

Additional task orders may be issued separately

Proposed tasks may overlap

Estimated Start (months)	Estimated Duration (months)	Milestone/Deliverable	Responsible Party(ies)
--	--	Notice to Proceed (NTP)	RTA CSO
NTP + 1	0	Coordination/ kickoff meeting with consultant team	RTA CSO RTA Deputy COO Consultant
NTP + 1	1	On-site assessment of OSHA compliance	RTA CSO RTA Deputy COO Consultant
NTP + 2	6	Program development to ensure OSHA compliance	RTA CSO RTA Deputy COO Consultant
NTP + 2	0.5	Assessment of SSC of current capital projects	RTA CSO RTA Deputy COO Consultant
NTP + 2	0.5	Assessment of Internal Safety Audit compliance	RTA CSO RTA Chief of Security Consultant
NTP + 2	2	Internal Safety Audit of 1 or more topics identified in Agency Safety Plan, in compliance with LA DOTD and FTA requirements	RTA CSO RTA Chief of Security Consultant
NTP + 6	2	Needs assessment for OSHA-required training – operations and maintenance	RTA CSO Consultant
N/A	N/A	Ongoing on-call technical support per SOW	RTA CSO Consultant
After 3 years	N/A	Project Term/ Renewal	RTA CSO RTA CFO

*MJB*

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: *On-call technical safety support*

Date of Estimate: *7/13/21*

Description of Goods/Services:

*On-call consultant support for specialized SMS auditing, SSC, review of capital projects, and occ. safety and health and industrial hygiene program implementation.*

- 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) *See attached WMATA + TriMet documents, from their respective websites.*
- 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 \$ *100,000 / year*  
*300,000 for 3 years*

The preceding independent cost estimate was prepared by:

*Michael Smith, CSO*

Name

*Michael J. Smith*

Signature

**Date:** February 22, 2017

**To:** Board of Directors

**From:** Neil McFarlane *Neil McFarlane*

**Subject:** RESOLUTION 17-02-09 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH ADS SYSTEM SAFETY CONSULTING LLC; BSI EHS SERVICES AND SOLUTIONS; PARSONS TRANSPORTATION GROUP INC; AND VITAL ASSURANCE LTD FOR SAFETY MANAGEMENT SYSTEM (SMS) CONSULTING SERVICES

**1. Purpose of Item**

The purpose of this item is to request the TriMet Board of Directors (Board) adopt a resolution authorizing the General Manager to execute contracts with four firms: ADS System Safety Consulting LLC; BSI EHS Services and Solutions; Parsons Transportation Group Inc; and Vital Assurance Ltd for Safety Management System consulting services (Services).

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other \_\_\_\_\_

**3. Reason for Board Action**

Board approval is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

**4. Type of Action:**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**5. Background**

The safety of passengers and employees is TriMet's top priority. In 2015, the Federal Transit Administration (FTA) published a Safety Management System (SMS) Framework as the basis for its new National Public Transportation Safety Plan. The SMS Framework provides the building blocks and some of the major milestones for its implementation and aims to standardize the understanding and implementation of SMS through communication and partnership with the public transportation industry.

SMS is a management system, similar to a financial or quality management system. It ensures that TriMet has the necessary organizational structure, resources, operational procedures, and staffing and training in place to efficiently and effectively align safety priorities and promote continuous improvement in safety performance. SMS is comprised of four components:

#### 1. Safety Management Policy

The objectives of this component are to: (a) generate a blueprint of how to meet and integrate SMS requirements into TriMet's service delivery operations; (b) create an accountability framework for the development of SMS implementation activities; and (c) develop safety policy documents.

#### 2. Safety Risk Management

The objectives of the safety risk management are to: (a) establish and implement Safety Risk Management activities and tools so TriMet can identify and analyze hazards and evaluate safety risks; and (b) correct potential shortcomings in activities and tools that TriMet already has in place.

#### 3. Safety Assurance

The objectives of the safety assurance component are to: (a) implement essential Safety Assurance activities and tools that allow TriMet to monitor safety performance during service delivery operations; (b) manage operational change; and (c) provide for continuous improvement of the SMS.

#### 4. Safety Promotion

The objectives of safety promotion component are to develop training and communication strategies and programs that: (a) foster improved safety performance and competencies; and (b) increase safety awareness.

#### 6. Procurement Process

On November 16, 2016, TriMet issued a Request for Proposals (RFP) for SMS Consulting Services with the intention of making multiple awards and allocating work throughout the term of the contracts through a competitive task order process. The RFP sought firms with qualifications and experience in providing the Services, specifically with regards to assisting transit agencies in meeting the mandated FTA SMS Framework, and following American Public Transportation Association (APTA) SMS guidelines.

On December 19, 2016 TriMet received twelve (12) proposals in response to the RFP:

- Allen, Davis, and Sergent (ADS) System Safety Consulting LLC
- Arcadis Design & Consultancy
- British Standards Institution Environmental Health and Safety (BSI EHS) Services and Solutions
- Bureau Veritas North America Inc.
- DuPont Sustainable Solutions
- Glostone Trucking Solutions

- Indy Safety Inc.
- LTK Engineering Systems
- Parsons Transportation Group
- SNC-Lavalin Rail & Transit Inc.
- Touchstone Consulting LLC
- Vital Assurance Ltd.

A Source Evaluation Committee (SEC) comprised of staff from the Safety, Security and Environmental, Maintenance Operations and Facilities Management departments was appointed to review and evaluate the proposals. The evaluation criteria in the RFP included: (1) qualifications of the firm, staff, and diversity; (2) project understanding/work plan; and (3) price proposal. After evaluating the proposals, ADS System Safety Consulting LLC, BSI EHS Services and Solutions, Parsons Transportation Group Inc, and Vital Assurance Ltd were shortlisted to the competitive range and the SEC opened price proposals from those four firms. Interviews were then scheduled with the four firms in the competitive range to seek clarification from the firms on their understanding of the Services to be provided. Following interviews, the evaluation committee determined that all four finalists would be considered for award and they were asked to submit a Best and Final Offer (BAFO). Overall proposal scores of the four firms after interviews and BAFOs are summarized in the table below:

	Possible Points	ADS System Safety Consulting LLC	BSI EHS Services and Solutions	Parsons Transportation Group Inc	Vital Assurance Ltd
<i>Evaluation Criteria</i>					
Qualifications of the Firm, Staff, and Diversity	30	23.8	23.3	27.0	24.5
Project Understanding – Work Plan	40	31.0	31.3	35.0	34.3
Price Proposal	30	30.0	24.6	27.5	26.4
<b>Total Score =</b>	<b>100</b>	<b>84.8</b>	<b>79.2</b>	<b>89.5</b>	<b>85.2</b>
<b>Pricing** =</b>		<b>\$90,397.10</b>	<b>\$110,410.00</b>	<b>\$98,706.42</b>	<b>\$102,610.82</b>

*\*\*Pricing was Proposed Based on Work Category Scenarios Outlined in the RFP and at Proposers' Hourly Rates*

It was determined that the four competitive range firms demonstrated the technical experience, qualifications, and a strong understanding of the work and are hereby being recommended for award. Each contract will be structured with a one-year base term, with TriMet's option for up to four additional one-year extensions. Price adjustments will be permitted on an annual basis if TriMet elects to exercise the additional one-year extensions and will be capped at the percentage difference from the prior year of the Consumer Price Index (CPI), for All-Urban Workers, for the Portland-Salem area. All four contracts will be task order based and the firms will all compete for individual task orders throughout the duration of the contracts. Pricing for each contract will include approved hourly rates for proposed staff and task orders will be priced accordingly. Actual payments made to each contractor will be based on the number of task orders that each firm is awarded throughout the duration of the contracts and will vary.

This Resolution authorizes TriMet to contract with ADS System Safety Consulting LLC, BSI EHS Services and Solutions, Parsons Transportation Group Inc and Vital Assurance Ltd for the Services in the amount of \$609,340.00 per contract for a total of \$2,437,360.00 for all four contracts for the five year period. The actual amount of money to be spent on each contract will be dependent on TriMet's requirements for the Services and the number of task orders awarded to each firm.

#### **7. Diversity**

TriMet's RFP required proposers to include a workforce diversity summary of the firm as well as a Disadvantaged Business Enterprise (DBE) subcontracting plan.

ADS System Safety Consulting LLC's workforce is 23% female and 54% minority. They are a federal certified DBE firm and intend to self perform a majority of the Services, but have identified DBE subcontracting opportunities for additional capacity, if necessary.

BSI EHS Services and Solutions intends to self perform the Services with its own workforce, which is 47% female and 23% minority. No subcontracting opportunities are anticipated.

Parsons Transportation Group Inc's workforce is 25% female and 27% minority. They intend to self perform a majority of the Services but has identified DBE subcontracting opportunities for additional capacity, if necessary.

Vital Assurance intends to self perform the Services with its own workforce, which is 38% female and 0% minority. No subcontracting opportunities are anticipated.

#### **8. Financial/Budget Impact**

The Services are budgeted for in the Safety, Security, and Environmental Services division budget for FY2017.

#### **9. Impact if Not Approved**

TriMet does not have the experience or expertise to be able to perform the Services with existing staff. If these contracts are not approved, TriMet risks non-compliance with federal requirements.

**RESOLUTION 17-02-09**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING CONTRACTS WITH ADS SYSTEM SAFETY CONSULTING LLC; BSI EHS SERVICES AND SOLUTIONS; PARSONS TRANSPORTATION GROUP INC; AND VITAL ASSURANCE LTD FOR SAFETY MANAGEMENT SYSTEM (SMS) CONSULTING SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into contracts with four firms: ADS System Safety Consulting LLC; BSI EHS Services and Solutions; Parsons Transportation Group Inc; and Vital Assurance Ltd for Safety Management System Consulting Services (Contracts); and

**WHEREAS**, the total amount of each of the Contracts are expected to exceed \$150,000; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contracts shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Contracts.

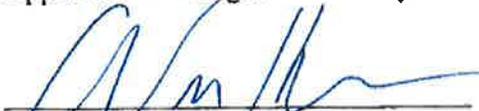
Dated: February 22, 2017

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
\_\_\_\_\_  
Legal Department

OFFICE OF PROCUREMENT AND MATERIALS (PRMT)  
 CONTRACT MODIFICATIONS - FY2016, QUARTER 3

CONTRACT NUMBER	CONTRACT DESCRIPTION	PRMT GROUP	FUNDING SOURCE	MODIFICATION AMOUNT	AWARD DATE	AWARDED VENDOR	DBE GOAL %	RATIONALE	COMMENTS
CQ12089	MiFare Cards	ADMIN	Operating	\$ 4,052,920	03/22/16	Giesecke & Devrient	N/A	6 - TRES	
CQ14075	Lead Remediation	ADMIN	Operating	\$ -	03/22/16	Military Environmental & Construction Co	N/A	4 - MTPD	
CQ10074	Benefit Consulting	ADMIN	Operating	\$ 315,000	03/25/16	AON Consulting	N/A	4 - HRCB	
CQ14040	Preemployment Medical testing	ADMIN	Operating	\$ -	03/07/16	Concentra	N/A	7 - HRCB	Adding of line items
FQ10064	On Call AEC-Engineering Services	ADMIN	Operating	\$ 98,999	03/30/16	LTK	N/A	4 - CENI	
CQ15071	Professional Engineering services	ADMIN	Operating	\$ 2,292,570	03/30/16	K&J	N/A	7 - SAFE	Adding of funds for base year 2
CQ12018	First Choice Background Screening	ADMIN	Operating	\$ 348,840	03/24/16	First Choice	N/A	6 - CHRO	
CQ14071	Elevator Escalator	ADMIN	Operating	\$ 7,030,617	03/14/16	Adams	N/A	6 - ELES	Quantity / Increased Estimated Ceiling Value
CQ14071	Elevator Escalator	ADMIN	Operating	\$ 453,657	03/14/16	Glebe Electronics	N/A	6 - ELES	Quantity / Increased Estimated Ceiling Value
CQ14071	Elevator Escalator	ADMIN	Operating	\$ 984,475	03/14/16	Kone	N/A	6 - ELES	Quantity / Increased Estimated Ceiling Value
CQ14071	Elevator Escalator	ADMIN	Operating	\$ 163,579	03/14/16	Thermal Devices	N/A	6 - ELES	Quantity / Increased Estimated Ceiling Value
FQ15136	Radios	ADMIN	Capital	\$ 734,804	03/04/16	Motorola	0%	6 - MTPD	
CQ15052	AIM Train Control System	IT	Operating	\$ 300,000	03/14/16	ARINC	N/A	7 - APPS	Program Request
FQ13085	Dulles Phase II	IT	Capital	\$ 175,546	03/22/16	LATA Test, Engineering	0%	7 - NCS	Consulting Services
CQ12169E	Transdev Facility Claim for Equitable Adjustment	ACCS	Operating	\$ 735,425	03/31/16	Transdev	N/A	7 - ACCS	WMATA allowed the contractor to run service from dual locations, and received benefit.
CQ15110	Recycle Scrap Metal Services - Revenue Generating	RAIL	Revenue Generating	\$ -	03/31/16	Montgomery Scrap Metal	N/A	4 - SCES	Extend POP for re-evaluation of metal market conditions
CQ12097	Snow and Ice Removal Services	RAIL	Operating	\$ 55,000	03/17/16	CT Stanely	N/A	7 - PLNT	Additional funding to cover expenses incurred from January 24th snowstorm.
CQ12042	Snow and Ice Removal Services	RAIL	Operating	\$ 150,000	03/17/16	WDC	N/A	7 - PLNT	Additional funding to cover expenses incurred from January 24th snowstorm.

## WMATA Washington D.C.



**Role in This Project:**

K & J has been supporting WMATA by providing safety and security certification support services as well as system safety, safety engineering, safety and security training, rules/procedures development, safety auditing and emergency management consulting services.

## 2021 Planned Activities

Safety certification activities:

- 8 Car Precision Station Stopping (PSS)
- Auto Doors
- Stop and Proceed / Positive Train Stop
- 6K SMP (Overhaul)
- 8K RFP / Bid Proposal review
- Tunnel Vacuum Train
- Escalator Canopies (phase 4)
- Swing Crane / MOW Vehicles
- Radio Infrastructure Replacement (700 MHz)
- Protran
- Blue Line Power Upgrade
- Red, Green, Orange (RGO) Line Power Upgrade
- Tagging Relay Pilot Program
- Medical Center / MD. 355 Underpass Project
- Station Platform Rehabilitation, Contract 1
- Station Platform Rehabilitation, Contract 2
- Station Platform Rehabilitation, Contract 3
- Station Platform Rehabilitation, Contract 4
- Rehabilitation / Design of Three Pedestrian Bridges
- Rehabilitation / Design of Eight Segmental Bridges
- Minnesota Ave Pier Cap Replacement
- Silver Line Project
- WMATA Deliverables
- Potomac Yard Station
- Bladensburg Bus Division Design-Build Services
- Northern Bus Division Design-Build Services
- Rail Heavy Repair and Overhaul Facility (HROF)
- ATC Upgrade Alexandria Yard
- Purple Line
- I-66 Widening Certification Project
- Elevator Project Replacement
- System Wide Fare Gate Program
- Replacement of Drainage Pumping Stations
- RTU Replacement
- ATC Training Lab
- Safety Certification Training
- FLS / Safety Design Criteria Manual Development
- Virginia Square / GMU Station Elevators
- Crystal City 2nd Mezzanine Addition
- CTF Communication Room Modification Design
- Station Entrance Modernization Contracts
  - L'Enfant Station
  - Ballston Station
  - Metro Center
- Solar Energy Systems

## 2020

### Safety Engineering On-Call Professional Services:

- Oversee, assess and document safety oversight and certification:
- Dulles Phase II Project – Primary duties for WMATA SAFE include review of the contractor's design and construction changes via Notice of Design Changes and Field Design Changes from an overall system criticality, safety, long term inspection and maintenance perspectives. This work effort has led to the identification of issues and suggestion of potential project revisions to eliminate, lessen or mitigate the undesirable safety condition(s). Additional responsibilities in the safety and security certification process include project documentation reviews and updates; SSMP, SSCP, project required Safety Certification Procedures, Certifiable Items List (CIL), one hundred percent verification of the Design Conformance Checklist (for both Package A & B) and continued verification of the Construction and Startup Integration and Testing Conformance Checklists (CSC and SITC) via inspection of contract documentation to verify compliance with project specifications and criteria. Continued identification and review of Hazards and Vulnerabilities during the construction and testing process to ensure acceptable project resolution to include incorporation of any required additional mitigations.
- Station Platform Rehabilitation WMATA 6 & 3 Projects – Primary duties for WMATA SAFE was limited to field verification of completed systems and post construction walkdowns.
- Station Platform Rehabilitation Phase 4 – safety certification
- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
- Completed the 7000 Series Rail Car Safety Certification
- 8000 Series Rail Car Specification Safety Design Review
- Dulles Phase II Project – design, construction and integrated testing review and verification effort
- Dulles Phase II Project – Arts-in-Transit safety acceptance verification
- Dulles Phase II Project – Automatic Fare Collection certification
- Dulles Phase II Project – Signage & Graphics certification
- Dulles Phase II Project – NO6/NO7 tie-in certification
- Radio Infrastructure Upgrade – verification support
  - On-going certification efforts for Above Ground, Tunnel, and METRO Box certifiable items
- Station Platform Rehabilitation (WMATA 6) (WMATA 4) (WMATA 3) – design review, verification of the contractor's Conformance Checklist submissions via inspection of contract documentation to verify compliance with project specifications and criteria and identification and review of Hazards and Vulnerabilities during the design and construction process to ensure acceptable project resolution to include incorporation of additional mitigations.
- Heavy repair overhaul facility – review PHAs and CILs in support of the project
- Potomac Yard Station – SSCP, SSMP, CIL and PHA completed and approved by SCRC. TVA was completed. Design verification was completed in 2020. Currently conducting Construction verification.
- Purple Line (MTA) Interfaces with WMATA – safety certification has been stopped until further notice.
- Northern Bus Garage Replacement Project – design has actually moved back to 60%. Draft PHA and CIL have been reviewed and approved by the SCWG. Waiting to submit to SCRC once IFC happens.
- Bladensburg Bus Division Project – early stages, safety certification
- Heavy Repair Overhaul & New Carrollton Yard Project – early stages, safety certification

- Research and drafted a comparison paper of various State Safety Oversight Agencies, regulations, program standards, codes, practices, and enforcement authority.
- Conducted Hazard Analysis and Semi-Quantitative Safety Risk Evaluation of the existing traction power restoration procedure, interim traction power restoration procedure and "new" traction power restoration procedure.
- Performed a Safety Integrity Level (SIL) Determination Study on the "Tagging Relay" intended to enhance the safety of the traction power de-energization and energization process for the Washington Metropolitan Area Transit Authority (WMATA).
- Performing a Hazard Analysis and Semi-Quantitative Safety Risk Evaluation of the COVID-19 pandemic effects on transit systems.
- Revised and expanded the safety section of the Rail Activation Plan for the WMATA Metrorail Phase 2 of the Dulles Corridor Silver Line project.
- Completed a review of the Operational Hazard Analysis for the WMATA Metrorail Phase 2 of the Dulles Corridor Silver Line project.
- Completed a review of the SSMP for the WMATA 8000 Series rail car procurement project.
- Reviewed and provided comments on the Preliminary Hazard Analysis of the WMATA Drainage Pumping Station Rehabilitation project at 13 locations.
- Initiated development of a Pandemic Response Plan, for future pandemics.
- Reviewed the Preliminary Hazard Analysis for the WMATA Automatic Train Control Laboratory rehabilitation project.
- Developed a Preliminary Hazard Analysis for the WMATA Greenbelt Yard Pilot Automatic Wayside Inspection System (AWIS) project.

#### Assessment of WMATA Rail Traffic Controller Program

- K&J provided expertise in assessing the Rail Traffic Controller (RTC) training program at the Washington Metropolitan Area Transit Authority (WMATA). The training was revised to make it a highly efficient and productive training program, including a determination of the optimal training subjects, methods of delivering classroom and on-the-job (OJT) training and reduced the of overall duration of time consumed in training by six days. In addition, to delivering a revised training program, the K&J team provided forty-four recommendations to increase the overall safety and productivity within the ROCC.

#### Assessment of WMATA Traction Power Restoration Process

- K&J provided expertise in assessing the Rail Traffic Controller (RTC) training program at the Washington Metropolitan Area Transit Authority (WMATA). The training was revised to make it a highly efficient and productive training program, including a determination of the optimal training subjects, methods of delivering classroom and on-the-job (OJT) training and reduced the of overall duration of time consumed in training by six days. In addition, to delivering a revised training program, the K&J team provided forty-four recommendations to increase the overall safety and productivity within the ROCC.

## 2019

### **1: Safety Engineering On-Call Professional Services:**

- Oversee, assess and document safety oversight and certification:
  - Dulles Phase II Project – design and construction review and verification efforts. Primary duties for WMATA SAFE include review of the contractor's design package submittals from an overall system criticality, safety, long term inspection and maintenance perspectives. This work effort has led to the identification of issues and suggestion of potential revisions to eliminate, lessen or mitigate the undesirable safety condition(s). Additional responsibilities in the safety and security certification process include project

documentation reviews and updates; SSMP, SSCP, project required Safety Certification Procedures, Certifiable Items List (CIL), Design and Construction Conformance Checklists (DCC & CSC), verification of the contractor's Conformance Checklist submissions via inspection of contract documentation to verify compliance with project specifications and criteria and identification and review of Hazards and Vulnerabilities during the design and construction process to ensure acceptable project resolution to include incorporation of additional mitigations.

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
  - 7000 Series Rail Car Safety Certification
  - 8000 Series Rail Car Specification Safety Design Review
  - Dulles Phase II Project – design and construction review and verification effort
  - Dulles Phase II Project – Arts-in-Transit certification support
  - Dulles Phase II Project – Non-Revenue Vehicles certification support
  - Dulles Phase II Project – Automatic Fare Collection certification support
  - Dulles Phase II Project – Signage & Graphics certification support
  - Dulles Phase II Project – ROCC tie-in certification support
  - Andrews Federal Center Bus Garage – certification completed October 2019
  - Radio Infrastructure Upgrade – verification support
  - Rehabilitation/Design of 3 Pedestrian Bridges – verification support
  - Rehabilitation/Design of 8 Segmental Bridges – verification support
  - Station Platform Rehabilitation & Double Crossover (WMATA 6) – design review, verification of the contractor's Conformance Checklist submissions via inspection of contract documentation to verify compliance with project specifications and criteria and identification and review of Hazards and Vulnerabilities during the design and construction process to ensure acceptable project resolution to include incorporation of additional mitigations, 6 stations reopened in September 2019.
  - Potomac Yard Station – SSCP, CIL and PHA completed and approved by SCRC. SSMP is in draft format still. TVA is being conducted by the designers ARUP. Construction trailers are set. SCWG meetings taking place monthly
  - Purple Line (MTA) Interfaces with WMATA – safety certification
  - Northern Bus Garage Replacement Project – early stages, safety certification
  - Bladensburg Bus Division Project – early stages, safety certification
  - Heavy Repair Overhaul & New Carrollton Yard Project – early stages, safety certification
  - Safety and Security Certification of the accelerated six (6) Station, two (2) Drainage Pumping Station, three (3) Fan Shafts, and a Pedestrian Bridge rehabilitation project.
  - Performed an assessment of the Washington Metropolitan Area Transit Authority (WMATA), Office of Track and Structures' leak injection grouting process.
  - Station Platform Rehabilitation Phase 2 – safety certification
  - Station Platform Rehabilitation Phase 3 – safety certification

## 2018

### **1: Safety Engineering On-Call Professional Services:**

- Oversee, assess and document safety oversight and certification:
  - Dulles Phase II Project – design and construction review and verification efforts. Primary duties for WMATA SAFE include review of the contractor's design package submittals from an overall system criticality, safety, long term inspection and maintenance perspectives. This work effort has led to the identification of issues and suggestion of potential revisions to eliminate, lessen or mitigate the undesirable safety condition(s). Additional responsibilities in the safety and security certification process include project

documentation reviews and updates; SSMP, SSCP, project required Safety Certification Procedures, Certifiable Items List (CIL), Design and Construction Conformance Checklists (DCC & CSC), verification of the contractor's Conformance Checklist submissions via inspection of contract documentation to verify compliance with project specifications and criteria and identification and review of Hazards and Vulnerabilities during the design and construction process to ensure acceptable project resolution to include incorporation of additional mitigations.

- Provide necessary support, assistance and documentation of Internal Safety Audits
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  - Dulles Phase II Project – Non-Revenue Vehicles certification support
  - Dulles Phase II Project – Automatic Fare Collection certification support
  - Dulles Phase II Project – Signage & Graphics certification support
  - Dulles Phase II Project – ROCC tie-in certification support
  - Andrews Federal Center Bus Garage – certification support
  - Radio Infrastructure Upgrade – verification support
  - Rehabilitation/Design of 3 Pedestrian Bridges – verification support
  - Rehabilitation/Design of 8 Segmental Bridges – verification support
  - Station Platform Rehabilitation & Double Crossover – verification support
  - Potomac Yard Station – early stages of design review.
  - Red Line Rehab Project – design review and verification report generation
  - Greenbelt Test Track/Commissioning Facility – design review and verification report generation
  - Purple Line (MTA) Interfaces with WMATA – safety certification

## 2017

### **1: Safety Engineering On-Call Professional Services:**

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
  - 7000 Series Rail Car Safety Certification
  - 8000 Series Rail Car Specification Safety Design Review
  - Dulles Phase II Project – design and construction review and verification efforts.
  - Dulles Phase I Project – Arts-in-Transit certification efforts.
  - Andrews Federal Center Bus Garage – verification efforts.
  - Radio Infrastructure Upgrade – early stages of the project to upgrade the radio infrastructure for Metro rail.
  - Redline Rehab Project – verification efforts.
  - Greenbelt Test Track/Commissioning Facility – verification efforts.
  - Purple Line (MTA) Interfaces with WMATA – safety certification
- Facilities Fire System Assessments – (1) Metro rail station a month is having a fire assessment conducted.
- Perform various Hazard Analysis as requested; including
  - N Line Emergency Ladder Landing Boards
  - Vehicle Ladder deployment
    - Investigate after action report findings – Ladder configuration and deployment, existing track construction configuration and training,
  - West Falls Church Yard Service and Inspection Facility – Cracking found in shop floor,

- Shady Grove Turntable Assessment; Tracks 7N and 8N.

## 2016

### **1: Safety Engineering On-Call Professional Services:**

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
  - 7000 Series Rail Car Safety Certification
  - Dulles Phase II Project – design review and verification efforts.
  - Dulles Phase I Project – Arts-in-Transit certification efforts.
  - Andrews Federal Center Bus Garage – verification efforts.
  - Radio Infrastructure Upgrade – early stages of the project to upgrade the radio infrastructure for Metro rail.
  - Redline Rehab Project – verification efforts.
  - Greenbelt Test Track/Commissioning Facility – verification efforts.
- Facilities Fire System Assessments – (1) Metro rail station a month is having a fire assessment conducted.
- Perform various Hazard Analysis as requested; including
  - N Line Emergency Ladder Landing Boards
  - Vehicle Ladder deployment
    - Investigate after action report findings – Ladder configuration and deployment, existing track construction configuration and training,
  - West Falls Church Yard Service and Inspection Facility – Cracking found in shop floor,
  - Shady Grove Turntable Assessment; Tracks 7N and 8N.

## 2015

### **1: Safety Engineering On-Call Professional Services:**

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
  - 7000 Series Rail Car Safety Certification
  - Dulles Phase II Project – design review and verification efforts.
  - Silver Spring Transit Center – verification was completed and closed on September 16, 2015
  - Andrews Federal Center Bus Garage – design review completed and notice to proceed was granted
  - Radio Infrastructure Upgrade – early stages of the project to upgrade the radio infrastructure for Metro rail.
- Facilities Fire System Assessments – (1) Metro rail station a month is having a fire assessment conducted.
- Perform various Hazard Analysis as requested

## 2014

### **1: Safety Engineering On-Call Professional Services:**

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Completed Dulles Phase I Project – Safety and Security Verification
- Oversee, assess and document safety oversight and certification:
  - 7000 Series Rail Car Safety Certification

- Dulles Phase II Project – Safety and Security Verification
- Silver Spring Transit Center
- Andrews Federal Center Bus Garage
- Infrastructure Renewal Program – Safety Certification
- Documentation & Process Improvement:
  - Review of all existing safety policies, procedures, instructions and protocols to ensure relevancy
  - Assist in the development and timeliness of periodic external reporting requirements
- Facilities Fire system Assessments
- Assess and document current configuration management relative to SSSP
- Assess and develop standards and procedures for Safety Department
- Develop Hazard Management and Assessment guide

## 2013

### **1: Safety Engineering On-Call Professional Services:**

- Provide necessary support, assistance and documentation of Internal Safety Audits
- Oversee, assess and document safety oversight and certification:
  - Dulles Project – Safety and Security Certification
  - 7000 Series Rail Car Safety Certification
  - Infrastructure Renewal Program – Safety Certification
- Documentation & Process Improvement:
  - Review of all existing safety policies, procedures, instructions and protocols to ensure relevancy
  - Assist in the development and timeliness of periodic external reporting requirements
- Facilities Fire system Assessments
- Assess and document current configuration management relative to SSSP
- Assess and develop standards and procedures for Safety Department
- Develop Hazard Management and Assessment guide

## 2010 – 2012

### **1: Technical Assistance to Address Federal Transit Administration (FTA) and Tri-State Oversight Committee (TOC) Safety Recommendations:**

- Conduct an assessment to identify the resources and expertise necessary for the Safety Department to carry out the activities specified in WMATA's System Safety Program Plan, TOC's safety oversight program standard and procedures and WMATA's Safety Rules and Procedures Manual
- Assist WMATA to update Procedure Number 2.1/0 and Section 6 of the SSPP to develop a hazard management process in compliance with TOC's program standard that requires that all departments participate in an on-going manner
- Assist WMATA to develop a plan to ensure that adequate technical and personnel resources are in place to perform system-wide hazard analysis as required in 49 CFR Part 659 and TOC's Program Standard
- Assist WMATA to develop an internal process to require the communication of safety-related information across the WMATA departments, including assessments regarding the impacts of budget cuts and resource constraints on the performance of maintenance activities and requirements
- Assist WMATA to develop a process to require that proposed rules or operational changes are assessed for effectiveness prior to system-wide implementation

- Assist WMATA to determine how formal hazard analysis regarding changes made to rules and administrative procedures affecting the safety of workers on the right-of-way can be incorporated into WMATA's rules revision process.
- Assist TOC and WMATA in developing an effective and sustainable internal safety audit program
- Assist WMATA in implementing findings and recommendations from the U.S.DOT.

Check out some of our other  
projects...

## **RTA Riverside**

[VIEW PROJECT »](#)

## **CONNDOT**

[VIEW PROJECT »](#)

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RESOLUTION NO. 21-080

STATE OF LOUISIANA

PARISH OF ORLEANS

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**AUTHORIZATION TO AWARD CONTRACT TO ADS SYSTEM SAFETY CONSULTING, LLC FOR TECHNICAL SUPPORT ON AN ON-CALL BASIS IN THE AREAS OF SAFETY AND SECURITY CERTIFICATION (SSC), INTERNAL SAFETY MANAGEMENT SYSTEMS (SMS) AUDITING, CAPITAL PROJECT REVIEW, AND OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE.**

---

Introduced by Commissioner Wegner, seconded by  
Commissioner Tillery.

**WHEREAS**, the New Orleans Regional Transit Authority (RTA) continues to work to maintain a safe and healthy work environment for its employees and contractors and adjust its plans, policies, and procedures as needed; and

**WHEREAS**, RTA needs to maintain full compliance with Federal Transit Administration (FTA), Occupational Safety and Health Administration (OSHA) and Louisiana Department of Transportation and Development (LADOTD) requirements; and

**WHEREAS**, the goal is to bring a highly qualified consultant to assist RTA with: SSC processes for federally-funded capital projects; processes for conducting mandatory, internal SMS auditing; and system-wide compliance with OSHA regulations and applicable health and safety standards. RTA will also receive assistance to develop and fully implement SMS in accordance with applicable FTA and LADOTD requirements; and

**WHEREAS**, this procurement will allow RTA to be compliant in the aforementioned areas and maintain a safe and healthy work environment for its employees and contractors; and

RESOLUTION NO. 21-080

Page 2

WHEREAS, the total project amount is \$300,000 or \$100,000 per year; 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, grant authorization to award a contract to ADS System Safety Consulting, LLC for on-call technical safety support.

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>8</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>0</u>

AND THE RESOLUTION WAS ADOPTED ON THE 28th DAY OF OCTOBER 2021.



---

FLOZELL DANIELS  
CHAIRMAN  
BOARD OF COMMISSIONERS



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

**File #:** 21-138

**Board of Commissioners**

### On-Site COVID-19 Testing

DESCRIPTION: Authorization to award contract to ProPhase Labs Inc. for on-site COVID-19 testing for RTA employees and contractors	AGENDA NO: 21-138
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

### RECOMMENDATION:

To authorize the Chief Executive Officer to award a contract to ProPhase Labs, Inc. for on-site COVID-19 testing for all RTA employees and contractors as outlined in the Invitation for Bids (IFB) No. 2021-020.

### ISSUE/BACKGROUND:

RTA continues to implement and maintain a multi-tiered approach to mitigating the overall level of risk of illness/exposure to COVID-19 for its employees and contractors. Staff believes procurement and deployment of external on-site testing resources at each of its facilities serve to further protect the health and wellbeing of workers and their families. The Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Federal Transit Administration (FTA), and American Public Transportation Association (APTA) have all endorsed regular COVID testing as a specific protective measure for transit agencies to take, combined with requiring masks, promoting/requiring vaccines among workers, and promoting physical distancing and remote work arrangements, to help curb the spread of SARS-CoV-2, the coronavirus that causes COVID-19.

### DISCUSSION:

RTA has established a need for external COVID-19 testing to further protect employees and contractors from exposure to the SARS-CoV-2 virus which causes COVID-19. In addition to other protective measures taken by RTA management such as masks, mandated COVID-19 vaccines for its employees, and promoting physical distancing at its facilities, providing regular testing will help identify symptomatic as well as asymptomatic COVID-positive individuals before they come into contact with fellow employees, customers, and the general public throughout the system.

### FINANCIAL IMPACT:

The cost for this procurement is estimated to be \$242,400.00 for a two-month period of deployment. It will be funded through CARES Act funding.

### NEXT STEPS:

Upon RTA Board approval, an award letter will be issued to ProPhase Labs, Inc. and a purchase

order will be executed. An on-site kick-off meeting will be held with vendor representatives and RTA staff.

ATTACHMENTS:

1. Board Resolution
2. Administrative Review Form IFB 2021-020
3. Bid Tally Sheet
4. Procurement Summary - IFB 2021-020
5. Solicitation Request Routing Sheet

Prepared By: Korrie Mapp  
Title: Director of Occupational Safety & Health

Reviewed By: Michael J. Smith  
Title: Chief Safety Officer

Reviewed By: Gizelle Johnson Banks  
Title: Chief Financial Officer



9/23/2021

Alex Wiggins  
Chief Executive Officer

Date

**Regional Transit Authority  
Administrative Review Form**

Project Name: Covid Testing

Type of Solicitation: IFB 2021-20 DBE/SBE Participation Goal: 0% Number of Respondents: 10

Prime, Primary Contact and Phone Number	DBE and Non-DBE Subconsultants	DBE Commitment Percentage	Price (RFP and ITB ONLY)
Mirimus	N/A	0%	\$325.00
Southwest Regional	N/A	0%	\$75.00
Absolute Health	N/A	0%	\$120.00
ProPhase Labs	N/A	0%	\$47.00
RCA Laboratory	N/A	0%	\$65.00
Florida Family Labs	N/A	0%	\$72.00
Global International	N/A	0%	\$150.00
Visit Healthcare	N/A	0%	\$95.00
On-Site Medical	N/A	0%	\$125.00
HealthQuest	N/A	0%	\$70.00

\*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
Mirimus	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Southwest Regional	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Absolute Health	Y	Y	Y	Y	Y	Y	Y	N/A	Y
ProPhase Labs	Y	Y	Y	Y	Y	Y	Y	N/A	Y
RCA Laboratory	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Florida Family Labs	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Global International	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Visit Healthcare	Y	Y	Y	Y	Y	Y	Y	N/A	Y
On-Site Medical	Y	Y	Y	Y	Y	Y	Y	N/A	Y
HealthQuest	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: \_\_\_\_\_.

Certified by: Name and Title

## 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
Mirimus	N/A	Y	N/A	N/A	Y			Y	N/A
Southwest Regional	N/A	Y	N/A	N/A	Y			Y	N/A
Absolute Health	N/A	Y	N/A	N/A	Y			Y	N/A
ProPhase Labs	N/A	Y	N/A	N/A	Y			Y	N/A
RCA Laboratory	N/A	Y	N/A	N/A	Y			Y	N/A
Florida Family Labs	N/A	Y	N/A	N/A	Y			Y	N/A
Global International	N/A	Y	N/A	N/A	Y			Y	N/A
Visit Healthcare	N/A	Y	N/A	N/A	Y			Y	N/A
On-Site Medical	N/A	Y	N/A	N/A	Y			Y	N/A
HealthQuest	N/A	Y	N/A	N/A	Y			Y	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: \_\_\_\_\_.

Certified by: Name and Title

**BID TALLY SHEET**  
**NEW ORLEANS REGIONAL TRANSIT AUTHORITY**  
**IFB 2021-016 Covid Testing**  
**8/24/21 2:30PM**  
**BID OPENING**

COMPANY NAME	LICENSE No.	BOND	SUM PRICE
Health Quest			unit price \$ 70.00
OnSite Medical Solutions			" " \$ 125.00
Visit Health care			" " \$ 95.00
Global Interpharma Inc			" " \$ 150.00
10101st Family laboratory			" " \$ 72.00
RCA Laboratory, Svc			" " \$ 65.00
ProPhase Labs			" " \$ 71.00
Absolute Health <del>of the</del> Family			" " \$ 120.00
Southwest Regional Laboratory			" " \$ 75.00
Mirvus Inc			" " \$ 25.00

Opened by: Beiana Howard

Date: August 24, 2012

Witnessed by: Donald G. King, Sr.

Date: August 24, 2012

## **PROCUREMENT SUMMARY-IFB 2021-020**

### **REQUIREMENTS**

A Board approved Agenda for Authorization to Solicited on 7/21/2021 with attached technical specifications was received by Procurement to procure Covid Testing. 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 \$ 242,400.00 for two 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. 2021-020 Public Notice was published in the The Advocate. The Public Notice and the IFB 2021-020 were posted on the RTA website beginning 8/05/2021. The IFB submittal deadline was 8/24/2021 at 2:30pm.

### **IFB SUBMITTAL**

Bid Opening was held on 8/24/2021 at 2:30 PM. Briana Howze handled the receipt of all submissions received. Ten (10) bids were received.

### **DETERMINATION**

Ten (10) bids were determined responsive and provided all required documents.

### **SUBMITTAL ANALYSIS**

Mirimus	\$324.00
Southwest Regional	\$75.00
Absoloute Health	\$120.00
ProPhase Labs	\$47.00
RCA Laboratory Services	\$65.00
Florida Family Labs	\$72.00
Global International Resources	\$150.00
Visit Healthcare	\$95.00
On-Site Medical	\$125.00
HealthQuest	\$70.00

### **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 Briana Howze – Contract Administrator.

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



### Regional Transit Authority Solicitation Request Routing Sheet

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

Attachments (*Indicates Required Items)	
* Scope of Work	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

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.

**Korrie Mapp, CPE**  
Name

**Director of OSHA**  
Title

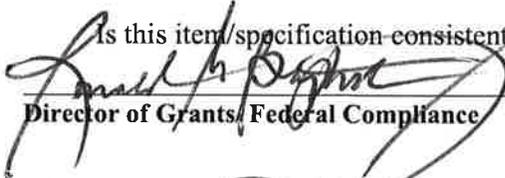
**8464**  
Ext.

B. Name of Project, Service or Product: **COVID Testing**

C. Justification of Procurement: **The CDC states that while COVID cases and hospitalizations in the U.S. remain low they are slowly rising again. The highly contagious Delta variant makes up a majority of new U.S. cases. Since this variant spreads so rapidly, it has caused the national uptick. In order to stay ahead of this phase of the pandemic, RTA has developed a Scope of Work for a highly qualified testing agency/company to conduct weekly onsite COVID testing for its' employees.**

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes  No

  
Director of Grants, Federal Compliance

Date 7/26/21

E. Safety: Include  Standard Safety Provisions Only

Additional Safety Requirements Attached

  
Safety Director

Date 7/26/21

Risk Management: Include Standard Insurance Provisions Only? Yes No

Include Additional Insurance Requirements Attached **n/a**

  
Risk Management Analyst

Date 7/27/2021



F. 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 Available Funding: \$ \_\_\_\_\_  
 Estimated Cost: \$ 242,400.<sup>00</sup>  
 FTA Grant No.(s) NA

Line Item(s) NA  
 Operations/Department Code \_\_\_\_\_  
 Budget Code(s) ES 8  
 Budget Analyst \_\_\_\_\_  
 Date 1 COVID 19. 7150. 1166  
7/26/21

G. DBE/SBE Goal: 0 % DBE 0 % Small Business  
 Director of Small Business Development \_\_\_\_\_  
 Date 7/27/21  
 DBE/EEO Compliance Manager \_\_\_\_\_  
 Date 7/27/21

H. Authorizations: I have reviewed and approved the final solicitation document.  
 Department Head \_\_\_\_\_  
 Date 7/27/21  
 Division Manager \_\_\_\_\_  
 Date 7/27/21  
 Director of Procurement \_\_\_\_\_  
 Date 7/28/21

**FOR PROCUREMENT USE ONLY**

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP

**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.

**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.



*[Signature]*  
\_\_\_\_\_  
Chief Financial Officer

*[Signature]*  
\_\_\_\_\_  
Chief Executive Officer

*7/20/21*  
\_\_\_\_\_  
Date

*8/4/21*  
\_\_\_\_\_  
Date

# COVID Testing

## RTA Safety Department

### BACKGROUND

The Centers for Disease Control (CDC) states that while Coronavirus cases and hospitalizations in the United States remain low they are slowly rising again. The highly contagious Delta variant makes up a majority of new U.S. cases. Since this variant spreads so rapidly, it has caused the national uptick.

In order to stay ahead of this phase of the pandemic, RTA has developed this Scope of Work. This Scope of Work is for a highly qualified testing agency/company to conduct weekly onsite COVID testing for RTA employees.

### SCOPE OF WORK

#### 1. Conduct Weekly COVID testing at RTA facilities

The agency/company shall be able to conduct weekly PCR COVID testing at **any** of the RTA facilities.

#### 2. Results

The agency/company shall provide RTA with the testing results data on a weekly basis.

#### 3. Employee Information

The agency/company consultant shall follow all federal and state laws regarding patient information.

#### 4. COVID Information

The agency/company shall provide RTA employees with COVID pamphlets and/or information

#### 5. Supporting Activities

Supporting activities that may be issued as individual task orders include, but are not limited to:

- Ad hoc task orders may also be issued for additional safety and health purposes.

### PERIOD OF PERFORMANCE

This contract will be awarded for a 2-month period.

**Independent Cost Estimate (ICE)**

**INDEPENDENT COST ESTIMATE SUMMARY FORM**

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

COVID testing at RTA facilities

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) email \_\_\_\_\_ 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 \$ 242,400

The preceding independent cost estimate was prepared by:

Korrie Mapp

Name



Signature

## Mapp, Korrie J

---

**From:** Mapp, Korrie J  
**Sent:** Friday, July 23, 2021 3:38 PM  
**To:** Randolph, Arian; Major, Mark; Felton, Katherine; Stringer, Thomas; Guter, Gerard; Cayless, Justin; Baptiste, Ronald Jr  
**Cc:** Safety Department  
**Subject:** RE: Masks and Temperature information

Good afternoon Mr. Baptiste,

Here is what I could find out:

Testing can range from \$45 – \$150 per test. There is a cost for coming on-site, which is about \$300. So here is an very rough estimate:

Weekly costs (assuming 300 persons/day @ a test cost of \$100): \$30,300

After speaking with Ms. Felton, testing would last for a 2-month period. Therefore, this will result in a 2-month cost of **\$242,400**. I would suggest we conduct bi-weekly COVID testing.

One more thing for everyone to consider, testing accuracy:

**Rapid Antigen Test:**

Example: BINAXNOW

Accuracy: for a symptomatic person, the accuracy of these tests are around 60% accurate. For someone without symptoms, the accuracy drops down to about 30%. Turnaround time: 15-20 mins

**PCR Test:**

Accuracy: 99.9%

Turnaround Time: 24 hours from receipt at the lab

We want to make sure we don't give ourselves too many false positive or false negatives in the name of speed. I would suggest we utilize the PCR test to make sure we are making the right call when holding people out or allowing them to work. Please share this email with anyone I inadvertently left off, but should have included.

If you have any questions, please contact me.

Thank you,

**Korrie Mapp, CPE**

Director of Occupational Safety and Health  
New Orleans Regional Transit Authority



2817 Canal Street | New Orleans, LA 70119  
Office: 504.827.8464 | Cell: 504.264.8072  
[kimapp@rtaforward.org](mailto:kimapp@rtaforward.org)

## **Mapp, Korrie J**

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**From:** Baptiste, Ronald Jr  
**Sent:** Monday, July 26, 2021 10:40 AM  
**To:** Mapp, Korrie J  
**Cc:** Major, Mark  
**Subject:** RE: Masks and Temperature information

Hi Korrie,

I'm just following up ( i.e. status update) regarding this solicitation request.

Ron

**From:** Mapp, Korrie J <kjmapp@rtaforward.org>

**Sent:** Friday, July 23, 2021 3:38 PM

**To:** Randolph, Arian <arandolph@rtaforward.org>; Major, Mark <mmajor@rtaforward.org>; Felton, Katherine <kfelton@rtaforward.org>; Stringer, Thomas <tstringer@rtaforward.org>; Guter, Gerard <gguter@rtaforward.org>; Cayless, Justin <jcayless@rtaforward.org>; Baptiste, Ronald Jr <rbaptistejr@rtaforward.org>

**Cc:** Safety Department <safety@rtaforward.org>

**Subject:** RE: Masks and Temperature information

Good afternoon Mr. Baptiste,

Here is what I could find out:

Testing can range from \$45 – \$150 per test. There is a cost for coming on-site, which is about \$300. So here is an very rough estimate:

Weekly costs (assuming 300 persons/day @ a test cost of \$100): \$30,300

After speaking with Ms. Felton, testing would last for a 2-month period. Therefore, this will result in a 2-month cost of **\$242,400**. I would suggest we conduct bi-weekly COVID testing.

One more thing for everyone to consider, testing accuracy:

Rapid Antigen Test:

Example: BINAXNOW

Accuracy: for a symptomatic person, the accuracy of these tests are around 60% accurate. For someone without symptoms, the accuracy drops down to about 30%. Turnaround time: 15-20 mins

PCR Test:

Accuracy: 99.9%

Turnaround Time: 24 hours from receipt at the lab

We want to make sure we don't give ourselves too many false positive or false negatives in the name of speed. I would suggest we utilize the PCR test to make sure we are making the right call when holding people out or allowing them to work. Please share this email with anyone I inadvertently left off, but should have included.

If you have any questions, please contact me.

Thank you,

**Korrie Mapp, CPE**

Director of Occupational Safety and Health  
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[kimmapp@rtafortward.org](mailto:kimmapp@rtafortward.org)

**From:** Mapp, Korrie J

**Sent:** Friday, July 23, 2021 1:50 PM

**To:** Randolph, Arian <[arandolph@rtafortward.org](mailto:arandolph@rtafortward.org)>; Major, Mark <[mmajor@rtafortward.org](mailto:mmajor@rtafortward.org)>; Felton, Katherine <[kfelton@rtafortward.org](mailto:kfelton@rtafortward.org)>; Stringer, Thomas <[tstringer@rtafortward.org](mailto:tstringer@rtafortward.org)>; Guter, Gerard <[gguter@rtafortward.org](mailto:gguter@rtafortward.org)>; Cayless, Justin <[icayless@rtafortward.org](mailto:icayless@rtafortward.org)>

**Cc:** Safety Department <[safety@rtafortward.org](mailto:safety@rtafortward.org)>

**Subject:** Masks and Temperature information

Good afternoon,

Below is the draft of what I'd like to send out. Currently, SIS and Carrollton are performing temperature screenings. I have not been able to verify if ENO has a temperature screening station, but from those I have spoken with we probably need to get a thermometer out to ENO soon. I spoke with Chris Clark about

Operations and they have a good plan in place of getting operators screened before their shift begins. Please share this email with anyone I inadvertently left off, but should have included.

Other items we need to review:

- Do we have enough masks to provide employees on Monday?
- When will a PO be produced for the walk-up thermometers?
- Can we get handheld thermometers to ENO before Monday?

Thoughts?

Good afternoon,

The following information is meant to increase awareness and safety during this new phase of the COVID pandemic:

**1) Masks**

- Masks must be worn at all times while on RTA property or vehicles by **ALL** employees or visitors.
- Supervisors please remind employees that masks are **REQUIRED** while walking through the shop, hallways, etc. or talking to other employees regardless of social distancing.
- The **ONLY** exception is when you are working in your area alone or alone in a vehicle.

**2) Temperature Screening**

- Temperature screening will begin on Monday, July 26, 2021.
- All employees will be responsible to get their temperature checked prior to starting work.
- Departments are responsible to make sure every employee reporting to work has had their temperature checked prior to beginning work. Remember any employee with a temperature of 100.4 or over is **NOT** permitted to work.

@Carrollton Facility

Currently has a temperature screening station. Contact Floyd Bailey if you have questions.

@Canal Facility

If your department does not have a screening station use the screening station at Security on the first floor. Complete the log and inform your supervisor.

@SIS Facility

Currently has a temperature screening station. Contact Brett Grissom if you have questions.

@ ENO Facility  
TBD

@MOW

Currently has a temperature screening station. Contact Teron Lewis if you have questions.

**As a reminder, all RTA employees and visitors should wear masks at all times.**

If you any questions regarding the above information, please contact me.

Thank you,

**Korrie Mapp, CPE**  
Director of Occupational Safety and Health  
New Orleans Regional Transit Authority



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Office: 504.827.8464 | Cell: 504.264.8072  
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RESOLUTION NO. 21-081

STATE OF LOUISIANA

PARISH OF ORLEANS

**AUTHORIZATION TO AWARD CONTRACT TO PROPHASE LABS INC. FOR ON-SITE  
COVID-19 TESTING FOR RTA EMPLOYEES AND CONTRACTORS**

Introduced by Commissioner Wegner,  
seconded by Commissioner Tillery.

**WHEREAS**, the New Orleans Regional Transit Authority (RTA) continues to monitor the evolving COVID-19 public health emergency and adjust its response plan as needed to reasonably mitigate the risk of exposure and subsequent serious illness of its employees;

**WHEREAS**, the Centers for Disease Control (CDC) states the highly contagious Delta variant makes up a majority of new U.S. cases and this Delta variant spreads more rapidly than previous variants;

**WHEREAS**, RTA’s goal is to bring a highly qualified testing agency/company to RTA facilities to conduct regular, onsite COVID-19 testing for RTA employees and contractors; and

**WHEREAS**, this will allow the RTA to reduce the likelihood of employees being exposed to the highly contagious Delta variant as well as provide employees COVID test results quickly to ensure they get medical care more quickly; and

**WHEREAS**, the agency will provide COVID testing at the following locations; and

Canal Facility	2817 Canal Street
Carrollton Facility	8201 Willow St
ENO Facility	3900 Desire Parkway
LabMar Ferry Facility	Algiers Point



**RESOLUTION NO. 21-81**  
**Page 2**

**WHEREAS**, the project will be funded from the following funding source 1 COVID 19.7150.166.  
The total amount is \$242,400; 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, grant authorization to award a contract to ProPhase Labs Inc. for on-site COVID-19 testing services.

**THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:**

<b>YEAS:</b>	<u>8</u>
<b>NAYS:</b>	<u>0</u>
<b>ABSTAIN:</b>	<u>0</u>
<b>ABSENT:</b>	<u>0</u>

**AND THE RESOLUTION WAS ADOPTED ON THE 26th DAY OF OCTOBER 2021.**

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**FLOZELL DANIELS  
CHAIRMAN  
BOARD OF COMMISSIONERS**



# New Orleans Regional Transit Authority

2817 Canal Street  
New Orleans, LA 70119

## Board Report and Staff Summary

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**File #:** 21-179

**Board of Commissioners**

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**[AUTHORIZATION TO SUPPORT PRESIDENT BIDEN'S SUSTAINABLE TRANSIT FOR A HEALTHY PLANET CHALLENGE IN 2021]**



RESOLUTION NO. \_\_\_\_\_

STATE OF LOUISIANA

PARISH OF ORLEANS

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**AUTHORIZATION TO SUPPORT PRESIDENT BIDEN’S SUSTAINABLE TRANSIT FOR A  
HEALTHY PLANET CHALLENGE IN 2021**

---

Introduced by Commissioner \_\_\_\_\_,  
seconded by Commissioner \_\_\_\_\_.

**WHEREAS**, FTA launched the Sustainable Transit for a Healthy Planet Challenge in 2021 to encourage transit agencies to build on progress already made and to further reduce GHG emissions from public transportation to support President Biden’s greenhouse gas (GHG) reduction goal of 50-52% of 2005 levels by 2030; and

**WHEREAS**, this goal generally mirror’s the City of New Orleans’s ambitious goal of 50% reduction by 2030 established several years ago. In that plan, called “[Climate Action for a Resilient New Orleans](#)”, RTA plays a critically important role in the transportation sector, which accounted for 44% of New Orleans’ GHG in 2014; and

**WHEREAS**, some of the critical actions needed by transit to achieve that goal were further established in the RTA’s 2018 Strategic Mobility Plan. These actions, such as pursuing low or no emission vehicles and increasing ridership through a redesigned bus network, area already underway.

**WHEREAS**, by answering the call of the FTA and the President, the RTA will join dozens of transit agencies, cities and states working to do their part to address this global imperative and gain access to resources needed to formalize, track, and accelerate RTA’s existing efforts; and



RESOLUTION NO. \_\_\_\_\_

Page 2

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Transit Authority (RTA) that the RTA supports President Biden’s Sustainable Transit for a Healthy Planet Challenge in 2021.

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 26TH DAY OF OCTOBER, 2021.

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FLOZELL DANIELS  
CHAIRMAN  
BOARD OF COMMISSIONERS