



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:

<u>Darrell Lafrance</u>	<u>Infrastructure Project Manager</u>	<u>8310</u>
Name	Title	Ext.

B. Contract No.: #2014-009_____

Contract Title and PO No: Canal Street Ferry Terminal Project – Port of New Orleans _____ PO- #912458

C. Contract History:

Original Award Value	\$	<u>120,662.00</u>
Previously Executed Change Orders Value	\$	<u>265,497.00</u>
Adjusted Contract Value (Prior to Requested Change Order)	\$	<u>386,159.00</u>
Current Change Order Value	\$	<u>137,914.10</u>
Revised Contract Value (w/current change order)	\$	<u>524,073.10</u>

D. Justification of Change Order: Amendment #2 Adjusted Port Leasing Fees

The Port of New Orleans (PONO) and the Regional Transit Authority (RTA) have agreed to enter into a Cooperative Endeavor Agreement (CEA) which will allow RTA to utilize a portion of the Port's Canal Street Wharf to construct and operate a temporary ferry landing. The temporary facility is required to allow continuous ferry operations during construction of the new Canal Street Ferry Terminal. The RTA has previously executed an agreement with the Port of New Orleans. To accommodate PONO approval deadlines, the RTA CEO signed a date extension CEA, extending the duration from August 31, 2022, until June 30, 2023. The amended fee will cover ten (10) months of lease fees, there is a potential that only six months will be needed.

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.):

_____ % DBE _____ % SLDBE _____ % Small Business

Additional Information _____

DBE/EEO Compliance Manager

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.

Director of Grants/ Federal Compliance

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 Funding Available	\$ _____
Previous Cost	\$ 524,073.10
Revised Projected Cost	\$ 386,159.00
FTA Grant No.(s)	_____
Line Item(s)	_____
Operations/Department Code	_____
Budget Code(s)	LA900433
Other	_____

Budget Analyst

Date

J. _____

Safety

Date

K. Authorizations:

Department Head

Date

Division Manager

Date

Director of Procurement

Date

Chief Financial Officer

Date

Chief Executive Officer

Date