



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.

Date Created	July 26, 2024
Change Order ID	290

A. Department Representative to participate in procurement process.

Name: BUTLER, IVANA
Title: ADMINISTRATIVE ANALYST PHYSICAL SECURITY
Ext: 8479

B. Contract Information:

Contract Number	
PO Number	913767
Contract Title	ADS System Safety Consulting LLC Vendor No. 9278054

Contract-History:

Original Award Value	300000
Previously Executed Change Order Value	91850.72
Adjusted Contract Value	391850.72
Current Change Order Value	153721.66
Revised Contract Value	545572.38

C. Justification of Change Order

Safety is seeking to exercise the renewal option of the contract for an additional one-year term and requires these services for ongoing technical safety work such as audits and investigations as well as special tasks as requested by the Executive Leadership Team. An additional \$153,721.66 is needed to cover the planned Internal Safety Management Audits (ISMAs), rulebook development support and other technical safety requests in line with the scope of work. This will also involve ADS assisting with Corrective Action Plan (CAP) deliverables to the State Safety Oversight (SSO). This task is crucial, particularly in the creation of a standalone Rail Operations Rulebook. The necessity for this rulebook has been underscored by the RTA Rail on RTA Bus accident that occurred in March this year, as well as other system-wide deficiencies identified during the APTA Peer Review and subsequent internal and external audits.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
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Are there any amendments pending?	
If yes see explanation (attachments are in the SharePoint folder for this request)	

Director of Grants/ Federal Compliance:
 Signature:
 Date:

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

Additional Safety Requirements Attached: *false*

Chief: *Michael J. Smith*
 Signature: *Michael J. Smith*
 Date: *August 20 2024*

Risk Management:

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

Risk Management Analyst: *Marc L Popkin*
 Signature: *Marc L Popkin*
 Date: *August 20 2024*

G. Funding Source:

Independent Cost Estimate (ICE): *\$153,721.66*

Projected Total Cost: *\$153,721.66*

Funding Type: *Local*

Federal Funding	State	Local	Other
		<i>\$153,721.66</i>	
Projected Fed Cost	State	Local	Other
		<i>\$153,721.66</i>	

FTA Grant IDs	Budget Codes
	<i>01-4600-02-7070-166-00-00-00000-00000</i>

Capital Project Approval if required signature ID#:
 Dir Capital Projects:
 Signature:
 Date:



Budget Analyst: Tiffany Gourrier

Signature: *Tiffany Gourrier*

Date: August 20 2024

H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: Adonis Charles Expose

Signature: *Adonis Charles Expose*

Date: August 20 2024

DBE/EEO Compliance Manager: Adonis Charles Expose

Signature: *Adonis Charles Expose*

Date: August 20 2024

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

Department Head: Michael J. Smith

Signature: *Michael J. Smith*

Date: August 19 2024

Chief: Michael J. Smith

Signature: *Michael J. Smith*

Date: August 20 2024

Director of Procurement: Ronald Gerard Baptiste

Signature: *Ronald Gerard Baptiste*

Date: August 21 2024

Required if Total Cost above \$15K

Chief Financial Officer: Gizelle Johnson Banks

Signature: *Gizelle Johnson Banks*

Date: August 21 2024

Required if Total Cost above \$50K

Chief Executive Officer: Lona Edwards Hankins

Signature: *Lona Edwards Hankins*

Date: 8/21/2024 5:51 PM