



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 5, 2024
Change Order ID	284

A. Department Representative to participate in procurement process.

Name: HONORE, ANITRA
Title: ADMINISTRATIVE ANAYLST
Ext: 8332

B. Contract Information:

Contract Number	N/A
PO Number	RTAP_00554
Contract Title	Thomas Jefferson Drydock & Maintenance

Contract-History:

Original Award Value	1621436
Previously Executed Change Order Value	
Adjusted Contract Value	1621436
Current Change Order Value	64787.7
Revised Contract Value	1686223.7

C. Justification of Change Order

The original scope of work outlined essential drydocking and internal structural examinations required for the Thomas Jefferson (TJ) vessel in accordance with 46 C.F.R. §176.600. As the project progressed, additional critical repairs and modifications were identified that fall outside the original scope. These tasks are necessary to ensure the vessel’s safety, compliance with maritime standards, and continued operational efficiency. The following scope of work is proposed for inclusion in this revised change order:

Remove and Replace 3" Gate Valve and 3" Swing Check Valve:

Reason: The existing valves were found to be worn and required replacement to ensure proper operation.

Impact: Replacing these valves is essential to maintain the vessel’s fluid control systems, preventing potential operational failures.

Machine (3) New Gate Cylinder Shafts:

Reason: The gate cylinder shafts were identified as needing replacement due to wear and tear, requiring new machining for proper fit and function.

Impact: This ensures the reliability and longevity of the cylinder operations, critical for the vessel's mechanical systems.



Furnish and Install New Gaskets for Main Engine Deck Hatches:

Reason: The gaskets on the main engine hatches were deteriorated, requiring new ones to be furnished and installed to maintain a watertight seal.

Impact: Ensuring these hatches are properly sealed is vital for the safety and integrity of the engine compartment.

Assist Force Power with Removal and Reinstallation of Main Engines:

Reason: Additional labor was required to assist Force Power in the complex task of removing and reinstalling the main engines.

Impact: This assistance ensures the engines are correctly reinstalled and functioning optimally.

Assist with Removal and Reinstallation of Port Engine Room Exhaust Motor:

Reason: The port engine room exhaust motor needed removal and reinstallation to accommodate necessary repairs.

Impact: This task is essential for maintaining proper ventilation and exhaust management within the engine room.

Install Additional 20 Anodes Along Hull and Skeg:

Reason: Additional anodes were deemed necessary to protect the vessel's hull and skeg from corrosion, extending the life of these components.

Impact: This will provide enhanced protection against corrosion, reducing future maintenance costs and ensuring the vessel's longevity.

New Bilge Pump Installation with Impeller Trimmed to 8.5":

Reason: A new bilge pump was required, with the impeller trimmed to 8.5" to fit specific operational parameters.

Impact: The new pump will enhance the vessel's bilge system, ensuring it operates effectively in removing unwanted water.

Assist in Install of New Bilge Pump and Re-pipe Fittings:

Reason: Assistance was needed to install the new pump and re-pipe the fittings for proper integration into the vessel's existing systems.

Impact: This ensures that the new pump functions seamlessly within the vessel's bilge system.

Install Additional Parts and Labor for New Bilge Pump (Coupling Sleeve and Spider):

Reason: The installation of the new pump required additional parts and labor, including a coupling sleeve and spider, to ensure proper fit and function.

Impact: These additional components are necessary to secure the pump and maintain its operational integrity.

Machine and Install 40" 9c Aluminum Bronze Cylinders:

Reason: New aluminum bronze cylinders are required for specific mechanical functions on the vessel.

Impact: These high-quality materials will ensure the durability and performance of the mechanical systems.

Machine and Install 2" x 144" Stainless Steel Round Bar:

Reason: Stainless steel round bars are needed for structural support and mechanical operations.

Impact: These bars will enhance the structural integrity and operational reliability of the vessel.

Labor Overhead:

Reason: Additional labor was necessary to complete the above tasks, including overhead costs associated with the expanded scope of work.

Impact: Proper allocation of labor is essential to ensure timely and quality completion of the project.



The change order is justified based on the critical nature of the additional work required to maintain the safety, structural integrity, and operational efficiency of the Thomas Jefferson vessel. These tasks were unforeseen during the initial planning but are essential to ensure the vessel remains in compliance with maritime regulations and continues to operate safely and effectively.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
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: *September 09 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: *September 09 2024*

G. Funding Source:

Independent Cost Estimate (ICE): *\$64,787.70*
 Projected Total Cost: *\$1,686,223.70*
 Funding Type: *State*

Federal Funding	State	Local	Other
	<i>\$1,686,223.70</i>		
Projected Fed Cost	State	Local	Other
	<i>\$1,686,223.70</i>		



FTA Grant IDs	Budget Codes
	01-6100-00-1501-000-00-00-00000-00000

Capital Project Approval if required signature ID#: **Thomas Jefferson Drydock & Maintenance**
 Dir Capital Projects: **Rafe Rabalais**
 Signature: *Rafe Rabalais*
 Date: **September 06 2024**

Budget Analyst: **Divya Prem**
 Signature: *Divya Prem*
 Date: **September 09 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: **September 09 2024**

DBE/EEO Compliance Manager **Adonis C Expose'**
 Signature: *Adonis C Expose'*
 Date: **September 09 2024**

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

Department Head: **Roberto Lopez**
 Signature: *Roberto Lopez*
 Date: **September 04 2024**

Chief: **Justin Cayless**
 Signature: *Justin Cayless*
 Date: **September 09 2024**

Director of Procurement: **Ronald Gerard Baptiste**
 Signature: *Ronald Gerard Baptiste*
 Date: **September 09 2024**

Required if Total Cost above \$15K
 Chief Financial Officer: **Gizelle Johnson Banks**



Signature: *Gizelle Johnson Banks*
Date: September 10 2024

Required if Total Cost above \$50K
Chief Executive Officer: Lona Edwards Hankins
Signature: *Lona Edwards Hankins*
Date: 9/10/2024 7:54 PM