



Regional Transit Authority Solicitation Request Routing Sheet

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

Solicitation ID	270
ProjectSchedule Delivery Date	November 30, 2025
Technical Specs attached	Yes
Scope of Work attached	Yes

- 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.

Name: LOPEZ, ROBERTO

Title: DIRECTOR OF MARINE OPERATIONS

Ext: 8475

B. Name of Project, Service or Product:

RTA1 Drydock

C. Justification of Procurement:

Regulatory Requirement:

Pursuant to 46 C.F.R. §176.600, “[a] vessel that is exposed to salt water not more than three months in any 12-month period since the last examination must undergo a drydock (“DD”) and an internal structural examination (“ISE”) at least once every five years.” RTA 1’s next DD and ISE must be completed by November 30, 2025 (see attached Certificate of Inspection).

Purpose of Procurement:

The New Orleans Regional Transit Authority (RTA) seeks to procure a qualified contractor to perform drydock and associated maintenance services for the RTA 1 passenger ferry in compliance with USCG regulations. RTA does not possess in-house facilities to perform the drydock, thus necessitating third-party services.

Scope of Work:

The required scope includes, but is not limited to:

Haul-out and drydock services

Hull inspection and cleaning

USCG-mandated structural inspections

Maintenance and upgrades to propulsion, steering, generator, fire suppression, navigation, and alarm systems

Inspections and replacements of key marine components

Coordination of required inspections with USCG officials

A detailed scope of work is provided in the attached documentation.

**Contractor Responsibility:**

All bidders must be capable of providing a turn-key solution for the full scope of work as defined. Bidders may subcontract portions of the scope; however, the prime contractor is solely responsible for the performance, coordination, and delivery of all work, including that of any subcontractors. Failure to perform any portion of the scope will be deemed a failure to meet contract requirements.

Deliverables

Drydock inspection report

As-built drawings or updates for all replaced systems

Equipment manuals and warranties

Final invoice with itemized cost breakdown

Timeline

Contractor to provide milestone schedule with bid submission

Payment Terms

Milestone-based payments as negotiated

Bidders must:

Clearly identify any subcontracted components

Ensure compliance with all federal, state, and maritime regulatory standards

Conclusion:

The selected contractor will be required to perform all aspects of the drydock and maintenance scope, whether through in-house resources or through their own subcontracting arrangements. RTA will issue a firm, fixed-price contract, and the awarded vendor must ensure full compliance with contract requirements and completion timelines to maintain vessel certification.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director Grants / Federal Compliance	
Signature	
Date	

E. Information Technology:

IT Dept Head	Sterlin J Stevens
---------------------	--------------------------



Signature	<i>Sterlin J Stevens</i>
Date	10/7/2025 8:42 PM

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

Additional Safety Requirements Attached:

Chief	Michael J Smith
Signature	<i>Michael J Smith</i>
Date	October 07 2025

G. Risk Management:

Include Standard Insurance Provisions Only?

No

Include Additional Insurance Requirements Attached ?

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	October 07 2025

H. Funding Source:

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Multiple Years allocation if required:

Year	Amount	Budget Code
Year-1		01-6100-99-7610-061-07-00-00000-00000
Year-2		
Year-3		
Year-4		
Year-5		
Total all years		

Independent Cost Estimate (ICE): \$491,316.04

Projected Total Cost: \$491,316.04

Funding Type: Local

Grants or Capital Project ID:

Federal Funding	State	Local	Other
		\$491,316.04	
Projected Fed Cost	State	Local	Other
		\$491,316.04	



FTA Grant IDs	Budget Codes
	01-6100-99-7610-061-07-00-00000-00000

Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	October 02 2025

I. DBE/SBEGoal:

% DBE	0
% Small Business	0

Director Business	Small	Adonis Charles Expose'
Signature		<i>Adonis Charles Expose'</i>
Date		October 07 2025

DBE/EECompliance Manager	Adonis Charles Expose'
Signature	<i>Adonis Charles Expose'</i>
Date	October 07 2025

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

Department Head	Roberto Lopez
Signature	<i>Roberto Lopez</i>
Date	October 01 2025

Lagal Chief	Tracy L. Tyler
Signature	<i>Tracy L. Tyler</i>
Date	Friday, October 10, 2025

Division Chief	Brian Richard Marshall
Signature	<i>Brian Richard Marshall</i>
Date	October 07 2025

Director Procurement	of	Ronald Gerard Baptiste
Signature		<i>Ronald Gerard Baptiste</i>
Date		October 10 2025

FOR PROCUREMENT USE ONLY



Type of Procurement Request:

IFB - Invitation for BiD

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.

State Contract (SC) this procurement is via a State competitive procurement

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.

Required if Total Cost above \$15K	
Chief Financial Officer	Gizelle Johnson Banks
Signature	<i>Gizelle Johnson Banks</i>
Date	October 15 2025

Required if Total Cost above \$50K	
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	October 15 2025