



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	November 22, 2025
Change Order ID	412

A. Department Representative to participate in procurement process.

Name: RABALAIS, RAFE
Title: DIRECTOR OF CAPITAL PLANNING
Ext: 8361

B. Contract Information:

Contract Number	Infinity Engineering On-call
PO Number	new PO to be issued
Contract Title	Infinity Engineering On-call

Contract-History:

Original Award Value	1
Previously Executed Change Order Value	674257
Adjusted Contract Value	674258
Current Change Order Value	524821
Revised Contract Value	1199079

C. Justification of Change Order

RTA issued a Request for Technical Proposals (RTP) through its on-call A& E pool for design services for the replacement of streetcar track around Harmony Circle. A design team led by Infinity Engineering was selected as the most qualified respondent team. The RTP scope originally contemplated that the design team would advance the design to 100% construction documents. However, during the course of discussions with the Infinity Team, the RTA determined that the design process would be best served if an initial, conceptual design stage were completed which would help to define the best approach for replacing the tracks and the cost associated with the preferred approach. The two design approaches that the RTA is contemplating are: 1) a simple replacement of the existing track or 2) a replacement project that also incorporates design features consistent with the RTA's streetcar modernization efforts. Furthermore, the design process under this change order also entails the preparation of full design drawings for the short term, immediate replacement of track segments that are most severely deteriorated.

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: December 04 2025

Risk Management:

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

Risk Management Analyst: Marc L Popkin

Signature: Marc L Popkin

Date: December 04 2025

G. Funding Source:

Independent Cost Estimate (ICE): \$510,000.00

Projected Total Cost: \$524,821.00

Funding Type: Local

Federal Funding	State	Local	Other
		<u>\$1,041,667.00</u>	
Projected Fed Cost	State	Local	Other
		<u>\$524,821.00</u>	

FTA Grant IDs	Budget Codes
	<u>01-0000-00-1501-000-00-000000-000000</u>

Capital Project Approval if required signature ID#: 2023-FG-01



Dir Capital Projects: Rafe Rabalais
Signature: *Rafe Rabalais*
Date: December 03 2025

Budget Analyst: Erin Ghalayini
Signature: *Erin Ghalayini*
Date: December 03 2025

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	100

Director of Small Business Development: Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: December 04 2025

DBE/EEO Compliance Manager: Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: December 04 2025

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

Department Head: Rafe Rabalais
Signature: *Rafe Rabalais*
Date: December 03 2025

Chief: Dwight Daniel Norton
Signature: *Dwight Daniel Norton*
Date: December 04 2025

Director of Procurement: Ronald Baptiste
Signature: *Ronald Baptiste*
Date: December 04 2025

Required if Total Cost above \$15K

Chief Financial Officer: Gizelle Johnson Banks
Signature: *Gizelle Johnson Banks*
Date: December 05 2025

Required if Total Cost above \$50K

Chief Executive Officer: Lona Edwards Hankins
Signature: *Lona Edwards Hankins*
Date: 12/7/2025 10:20 PM