



You're On Your Way!

Request with ID: 306, it has been approved and thus not editable any longer. Please do not delete it.

ROUTING: Please review the "Email Routing assignments" and verify all approvers have email addresses selected or errors may occurred.

EDITING: please click the "Edit" bottom on very top left of this screen if you need to edit this 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.

REQUEST ID: 306

Mode: Final
Approval

Default Email Routing Assignment *

Check to see any reject comments

[Click to see full log](#)

Status: Approved

NOTE: Please click above to update the "Email Routing Assignments".

Stage: Document
Generated

Created By: HONORE,
ANITRA

Tue Oct 01

2024 10:41:39 GMT-0500
(Central Daylight Time)

EMAIL ROUTING ASSIGMENTS

Dir/Dept Head Personnel
Lookup *

Roberto Lopez

Dept Head Full Name

#Roberto Lopez

Dept Head RTA Email *

rlopez@rtaforward.org

Grants Personnel Lookup

Grants Team

Dir Grants Rep Full Name

#Grants Team

Dir Grants RTA Email *

GrantsTeam@rtaforward.org

Budget Personnel Lookup

Budget Team

Budget Analyst Full Name

#Budget Team

Budget Analyst RTA Email *

Budget@rtaforward.org

Safety Personnel Lookup

Safety Team

Chief Safety Full Name

#Safety Team

Chief Safety RTA Email *

SafetyProcurementTeam@rtaforward.org

Risk Personnel Lookup

Risk Team

Risk Analyst Full Name

Risk Team

Risk Analyst RTA Email *

RiskProcurementTeam@rta

SBE Personnel Lookup

SBE Team

Dir SBE Full Name

SBE Team

Dir SBE RTA Email *

SBEProcurementTeam@rta

DBE Personnel Lookup

DBE Team

DBE/EEO Compliance Manager Name

#DBE Team

DBE/EEO Compliance Manager RTA Email *

DBEProcurementTeam@rta

Procurement Lookup

Procurement Team

Dir Procurement Full Name

#Procurement Team

Dir Procurement RTA Email *

ProcurementDeptTeam@rt.

Chief Lookup *

Lona E. Hankins

Chief Full Name

#Lona E. Hankins

Chief RTA Email *

lhankins@rtaforward.org

CFO Lookup

Gizelle Banks

CFO Full Name

Gizelle Banks

CFO RTA Email *

gbanks@rtaforward.org

CEO Lookup

Lona E. Hankins

CEO Full Name

Lona E. Hankins

CEO RTA Email *

lhankins@rtaforward.org

Department Representative to participate in the procurement process:

Title: ADMINISTRATIVE ANAYLST Name: HONORE, ANITRA Email: anhonore@rtaforward.org

RTA Phone Ext.
Number *

8332

Contract Information

Contract No.

Contract Title *

Thomas Jefferson Drydock & Maintenance

PO No. *

RTAP_00554

Check to add attachments (Limited to 25MB)

Additional Contract Info Attachments



RTAP_00554.pdf

Contract History

Original award value *

\$ 1,624,436.00

Previously executed change order value

\$ 64,787.70

Adjusted contract value

\$ 1,689,223.70

Adjusted Contract Value prior to requested change order

Current change order value *

\$ 89,418.60

Revised contract value *

\$ 1,778,642.30

Revised Contract Value with current change order

Procurement Justification

Required *

Background:

The Regional Transit Authority (RTA) Solicitation Request Routing Sheet, along with attached technical specifications, was received by the Procurement Department to solicit bids for Dry Dock Maintenance.

SOLICITATION:

Invitation for Bids (IFB) No. 2024-014 Public Notice was published in The Advocate. The Public Notice and the IFB 2024-014 were posted on the RTA website beginning April 1, 2024. The IFB submittal deadline was April 26, 2024, at 2:00 pm.

IFB SUBMITTAL:

The Bid Opening was held on April 26, 2024, at 2:00 pm.

DETERMINATION:

One bid was received and determined to be responsive, providing all required certifications.

SUBMITTAL ANALYSIS:

Respondents Pricing

Bollinger Quick Repair, LLC \$1,621,436.00

The price was determined fair and reasonable based on competition.

Original Scope of Work:

The original scope included extensive dry dock maintenance tasks such as gas freeing and cleaning fuel tanks, propeller surveys, tail shaft repairs, rudder removal and installation, hull and underwater work, steel work, and various mechanical, hydraulic, and electrical repairs.

Requested Changes by RTA:

The RTA has requested the following changes to the original scope of work to align with the current branding:

Paint Color Change:

Description: Provide labor and materials to repaint the rub rail, bulwarks, mop line, and deck.

From: Blue To: Purple

Cost: Additional \$89,418.60

Justification: The change in paint color was requested to meet specific aesthetic and branding requirements of RTA. This modification, although not part of the original scope, is critical to align with RTA's vision for the vessel's appearance. The additional cost is justified based on the labor and materials required to complete this specific paint job, ensuring that the vessel meets the desired specifications. The paint color change is a critical component of this update, reflecting the RTA's commitment to maintaining a cohesive and recognizable brand image across its fleet.

Type of Change Request

*Required **

- Administrative
- Supplemental
- Termination

Responsibility Determination: Price determined fair and reasonable based on (An ICE form or other form of determination must be provided).

Responsibility Determination *

ICE

Independent Cost Estimate

\$ 89,418.60

Ice Form or Other form is required *



ICE Form 9.23.2024.pdf



2126680-THOMAS JEFFERSON-WJD-Painting (002).pdf

DBE/SBE/SLBE Review is required.

Prime firm's commitment **NOTE:** The Prime Firm must be notified by the Project Manager that the DBE/SBE/SLBE Commitment percentages applies to the Total Contract Value after all amendments and change orders.

Director of Small Business Development
SBE TEAM

DBE/EEO Compliance Manager
#DBE TEAM

Capital Project (Requires a Project ID#)

Is Capital projects review required?

Capital Project ID *

Thomas Jefferson Drydock & Maintenance

Capital Project Review by *

Rafe Rabalais

Capital Project Full Name

Rafe Rabalais

Capital Project RTA Email *

rrabalais@rtaforward.org

Funding Source

Funding Type *

Federal State Local Other

Budget Analyst

#BUDGET TEAM

Available Federal
funding

\$

Available State
Funding *

\$ 1,778,642.30

Available Local
Funding

\$

Available Other
Funding

\$

Revised Projected
Federal cost

\$

Revised Projected
State Cost *

\$ 1,778,642.30

Revised Projected
Local Cost

\$

Revised Projected
Other Cost

\$

Total Available Funding

\$ 1,778,642.30

Revised Projected total cost

\$ 1,778,642.30

Revised Contract Value Entered

\$ 1,778,642.30

Budget

Note: The default "Budget Team" includes all budget analysts. They will all get an email, but only one will approve according to the budget code assignment.

Budget lookup List-1 *

01-6100-00-1501-000-00-00-00000-00000

Budget code-1

01-6100-00-1501-000-00-00-00000-00000

Budget lookup List-2

Budget code-2

Budget lookup List-3

Budget code-3

Budget lookup List-4

Budget code-4

Safety/Security and Risk Review (Required if Total Project Cost > \$25K)

Include Safety Review and Approval is Required

Yes

Safety Chief

#SAFETY TEAM

Check to add Safety Attachments

Include STD Insurance Provisions is Required

Risk Management Analyst



Yes

RISK TEAM

Check to add Risk Attachments

Department Representative

I have reviewed this form and the attachments provided and by inputting my name below I give authority to the above stated department representative to proceed.

Input Rep fullname *

Anitra M Honore

Date *

Oct 1, 2024