Regional Transit Authority

Change Order Routing Sheet



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.

<u>INSTRUCTION</u>: 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.

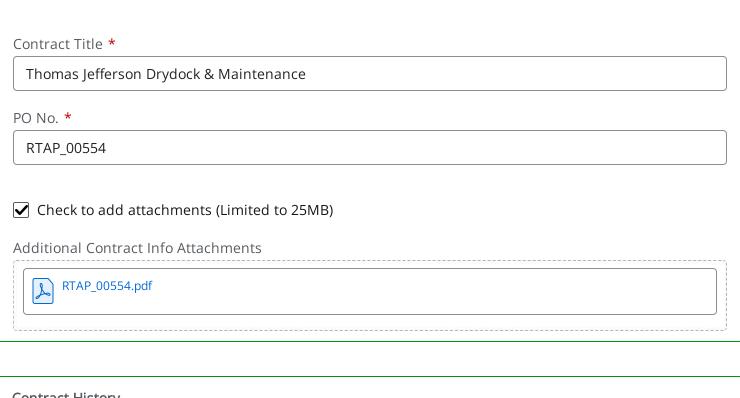
REQUEST ID: Mode: Approval	_306 Final	✓ Default Email Routing Assigment *	Check to see any reject comments	_
Status: Stage: Generated	Approved Document	<i>NOTE: Please click above to update the "Email Routing</i>		
Created By: ANITRA	HONORE,	Assignments".		
2024 10:41:3 (Central Dayl	ight Time)	NG ASSIGMENTS		
Dir/Dep Lookup	t Head Personn *	el Dept Head Full #Roberto Lop		pt Head RTA Email * lopez@rtaforward.org
Rober	to Lopez			
Grants I	Personnel Looku	Dir Grants Rep	Full Name Dir	Grants RTA Email *
Grant	s Team	#Grants Team	n	GrantsTeam@rtaforward.oi

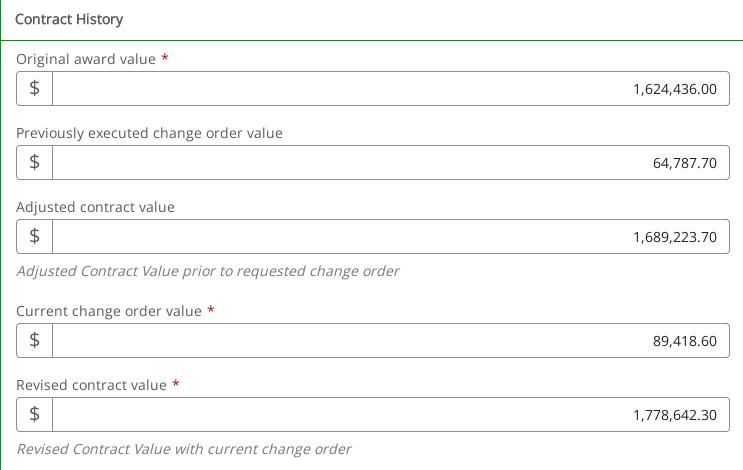
Dir/Dept Head Personnel	Dept Head Full Name	Dept Head RTA Email *	
Lookup *	#Roberto Lopez	rlopez@rtaforward.org	
Roberto Lopez			
Grants Personnel Lookup	Dir Grants Rep Full Name	Dir Grants RTA Email *	
Grants Team	#Grants Team	GrantsTeam@rtaforward.oi	
Budget Personnel Lookup	Budget Analyst Full Name	Budget Analyst RTA Email *	
Budget Team	#Budget Team	Budget@rtaforward.org	
Safety Personnel Lookup	Chief Safety Full Name	Chief Safety RTA Email *	
Safety Team	#Safety Team	SafetyProcurementTeam@r	

Risk Personnel Lookup	Risk Analyst Full Name	Risk Analyst RTA Email *	
Risk Team	Risk Team	RiskProcurementTeam@rta	
SBE Personnel Lookup	Dir SBE Full Name	Dir SBE RTA Email *	
SBE Team	SBE Team	SBEProcurementTeam@rta	
DBE Personnel Lookup	DBE/EEO Compliance Manager	DBE/EEO Compliance Manage	
DBE Team	#DBE Team	DBEProcurementTeam@rta	
Procurement Lookup	Dir Procurement Full Name	Dir Procurement RTA Email *	
Procurement Team	#Procurement Team	ProcurementDeptTeam@rt	
Chief Lookup *	Chief Full Name	Chief RTA Email *	
Lona E. Hankins	#Lona E. Hankins	lhankins@rtaforward.org	
CFO Lookup	CFO Full Name	CFO RTA Email *	
Gizelle Banks	Gizelle Banks	gbanks@rtaforward.org	
CEO Lookup	CEO Full Name	CEO RTA Email *	
Lona E. Hankins	Lona E. Hankins	lhankins@rtaforward.org	
ESTA E. FIGHNITS	Lond E. Hamano	mamama@radioiwara.oig	

Department Representative to participate in the procurement process:				
<u>Title</u> : ADMINISTRATIVE ANAYLST <u>Name</u> : HONORE, ANITRA <u>Email</u> : anhonore@rtaforward.org				
RTA Phone Ext.				
Number *				
8332				

Contract Information	
Contract No.	





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 * Independent Cost Estimate ICE \$ 89,418.60 Ice Form or Other form is required * ICE Form 9:23,2024.pdf ICE Form 9:23	Responsibility Dertemination: Price of determination must be provided		nd reasonable ba	ased on (An ICE form or other form	
Ice Form or Other form is required * Let Form 9.23.2024.pdf Let Form	Responsibility Determination *		Independent C	ost Estimate	
CE Form 9.23.2024.pdf	ICE		\$	89,418.60	
BBE/SBE/SLBE Review is required. rrime firm's commitment NOTE: The Prime Firm must be notified by the Project Manager that the BBE/SBE/SLBE Commitment percentages applies to the Total Contract Value after all amendments and hange orders. Director of Small Business Development		*			
rime firm's commitment NOTE: The Prime Firm must be notified by the Project Manager that the BE/SBE/SBE/SLBE Commitment percentages applies to the Total Contract Value after all amendments and hange orders. Director of Small Business Development DBE/EEO Compliance Manager SBE TEAM #DBE TEAM Capital Project (Requires a Project ID#) Capital Project ID * Thomas Jefferson Drydock & Maintenance Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	2126680-THOMAS JEFFERSON-WJ	D-Painting (002).pdf			
SBE TEAM #DBE TEAM Capital Project (Requires a Project ID#) ✓ Is Capital projects review required? Capital Project ID * Thomas Jefferson Drydock & Maintenance Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Funding Source Funding Type * Budget Analyst	rime firm's commitment <u>NOTE</u> : The BE/SBE/SLBE Commitment percenta hange orders.	ges applies to the	Total Contract Va	lue after all amendments and	
Capital Project (Requires a Project ID#) Capital Project ID * Thomas Jefferson Drydock & Maintenance Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	Director of Small Business Develop	ment	DBE/EEO Compliance Manager		
Capital Project ID * Thomas Jefferson Drydock & Maintenance Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	SBE TEAM		#DBE TEAM		
✓ Is Capital projects review required? Thomas Jefferson Drydock & Maintenance Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	Capital Project (Requires a Project I	D#)			
Capital Project Review by * Capital Project Full Name Capital Project RTA Email * Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	_		Capital Project ID *		
Rafe Rabalais Rafe Rabalais rrabalais@rtaforward.org Funding Source Funding Type * Budget Analyst	✓ Is Capital projects review requi	red?	Thomas Jefferson Drydock & Maintenance		
Funding Source Funding Type * Budget Analyst	Capital Project Review by *	Capital Project F	ull Name	Capital Project RTA Email *	
Funding Type * Budget Analyst	Rafe Rabalais	Rafe Rabalais		rrabalais@rtaforward.org	
	Funding Source				
	Funding Type *		Budget Analyst		

Available Federal funding	Available Sta Funding *	ate	Available Local Funding		Available Other Funding	
\$	\$ 1,77	78,642.30	\$		\$	
Revised Projected Federal cost	Revised Proje State Cost *		Revised Projecte Local Cost	.d	Revised Projected Other Cost	
\$	\$ 1,77	78,642.30	\$		\$	
Total Available Fundi	ing Rev	vised Project	ted total cost Revise		d Contract Value Entered	
\$ 1,7	778,642.30		1,778,642.30	\$	1,778,642.30	
	"Budget Team" inclu n email, but only one		lget analysts. ove according to the l	budget co	ode assigment.	
Budget lookup List	t-1 *		Budget code-1	Budget code-1		
01-6100-00-1501	1-000-00-00-00000-00	0000	01-6100-00-150	01-000-00	0-00-00000-00000	
Budget lookup List	Budget lookup List-2			Budget code-2		
Budget lookup List	Budget lookup List-3			Budget code-3		
Budget lookup List	<u>t-4</u>		Budget code-4			
Safety/Security and Ris	sk Review (<u>Required</u>	if Total Proj	<u>ect Cost > \$25K</u>)			
Include Safety Review Yes	Include Safety Review and Approval is Required Yes			Safety Chief #SAFETY TEAM		
Check to add Safe	ety Attachments					
Include STD Insurance Provisions is Required			Risk Managemer	nt Analyst	t	

Yes	RISK TEAM
Check to add Risk Attachments	
Department Representative	
l have reviewed this form and the attachments pro to the above stated department representative to p	ovided and by inputing my name below I give authority proceed.
Input Rep fullname *	Date *

Anitra M Honore

Oct 1, 2024