



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.

A. Department Representative to participate in procurement process:

Darrell LaFrance

Project Manager

8310

Title

Ext.

B. Contract No.: RFQ #2019-006

Contract Title and PO No: Canal Street Ferry Terminal Lamar Ferry Services, LLC.

C. Contract History:

Original Award Value

\$

Previously Executed Change Orders Value

\$

20,000.00

Adjusted Contract Value (Prior to Requested Change Order)

\$

Current Change Order Value

\$

109,200.00

Revised Contract Value (w/current change order)

\$

129,200.00

D. Justification of Change Order: To provide a crowd control manager as required by the State Fire Marshall.

E. This person will be required to be present when there are more than 50 persons onboard the temporary barge at the Canal Street. Crew members will have to be train by an approved State Fire Marshall online course which the certificate is valid for 2 years. The project timeline is November 2021 through March 2023.

F. Ferry Terminal.

G. Type of Change Requested: Administrative Supplemental Termination

H. Responsibility Determination: Price determined fair and reasonable based on

I. 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.):

10 % DBE

0 % SLDBE

0 % Small Business

Additional Information

[Signature]
DBE/EEO Compliance Manager

12/8/2021
Date



J. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No

Are there any amendments pending? Yes No

If Yes, please attach the amendment to this Routing Sheet and explain.

Director of Grants/ Federal Compliance

Date

K. Funding Source: Federal State Local Other: _____

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

Total Funding Available \$ _____

Previous Cost \$ _____

Revised Projected Cost \$ _____

FTA Grant No.(s) LA95000.1047.123405 _____

Line Item(s) _____

Operations/Department Code _____

Budget Code(s) _____

Other _____

Budget Analyst

Date

L.

Michael J. Smith

12/8/21

Safety

Date

M. Authorizations:

Lina Edwards Hansen

Department Head

12/7/2021

Date

Lina Edwards Hansen

Division Manager

12/7/2021

Date

Director of Procurement

Date

Chief Financial Officer

Date

Chief Executive Officer

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: Canal Street Ferry Terminal RFQ #2019-006

Date of Estimate: 4/16/2021

Description of Goods/Services: Crowd Control Management

☐ New Procurement
☒ Contract Modification (Change Order)
☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

☐ Published Price List (attach source and date)
☐ Historical Pricing (attach copy of documentation from previous PO/Contract)
☐ Comparable Purchases by Other Agencies (attach email correspondence)
☐ Engineering or Technical Estimate (attach)
☐ Independent Third-Party Estimate (attach)
☐ Other (specify) _____ attach documentation
☒ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated total cost of the goods/services is \$ 109,200.00

I have reviewed the estimate documents along with RTA's third-party consultant and agree with the proposal.

The preceding independent cost estimate was prepared by:

Name

Darrell LaFrance

Signature





April 16, 2021

Lona Hankins
Deputy CEO of Infrastructure - RTA
2817 Canal St
New Orleans, LA 70119

Subject: Crowd Control Manager

Following up on our previous emails regarding this subject, LabMar Ferry is pleased to provide a crowd control manager as required by the State Fire Marshall. This person will be required to be present when there are more than 50 persons onboard the temporary barge at the Canal St Terminal. To support this effort, we offer the following:

1. Provision of 1 deckhand on a 12-hour basis
 - a. Cost will be \$240 per day
 - b. Estimated service hours will be from 9:00 am to 9:00 pm
 - i. The hours proposed are based on current ridership levels and peak demand times.
 - ii. Should additional service hours be required, we will invoice on a pro rata basis.
2. Crowd control training course
 - a. Course fee \$19.95 per student via online learning.
 - b. 18 crew required for training
 - i. All Canal St crews will have this training for complete interchangeability.
 - c. Estimated tuition cost \$359.10
 - d. New deckhands hired for the Canal St service will be required to undergo training should we not have sufficient personnel previously trained.
 - e. The online course has been discussed and approved by the state fire marshal. The certificate is valid for 2 years. Should the project last longer than 2 years, we will need to renew the training at current program cost.
3. We will invoice this separately to itemize the charges as necessary in our monthly billing for properly accounting of the charges.

Please let me know of any questions you may have on this proposal.

Sincerely:

Accepted by:

Richard Heausler
General Manager

Name:

Crowd Control Manager

Project Duration	days		
January	2022	31	\$ 7,440.00
February	2022	28	\$ 6,720.00
March	2022	31	\$ 7,440.00
April	2022	30	\$ 7,200.00
May	2022	31	\$ 7,440.00
June	2022	30	\$ 7,200.00
July	2022	31	\$ 7,440.00
August	2022	31	\$ 7,440.00
September	2022	30	\$ 7,200.00
October	2022	31	\$ 7,440.00
November	2022	30	\$ 7,200.00
December	2022	31	\$ 7,440.00
January	2023	31	\$ 7,440.00
February	2023	28	\$ 6,720.00
March	2023	31	\$ 7,440.00
		total	\$ 109,200.00

Tuition Cost	\$ 19.95
Crew required	25
Total Tuition Cost	\$ 498.75
Total Crowd Control Manager Cost	\$ 109,698.75

Crowd Control Manager

Project Duration	days		
November 2021	30	\$	7,200.00
December 2021	31	\$	7,440.00
January 2022	31	\$	7,440.00
February 2022	28	\$	6,720.00
March 2022	31	\$	7,440.00
April 2022	30	\$	7,200.00
May 2022	31	\$	7,440.00
June 2022	30	\$	7,200.00
July 2022	31	\$	7,440.00
August 2022	31	\$	7,440.00
September 2022	30	\$	7,200.00
October 2022	31	\$	7,440.00
November 2022	30	\$	7,200.00
December 2022	31	\$	7,440.00
January 2023	31	\$	7,440.00
February 2023	28	\$	6,720.00
March 2023	31	\$	7,440.00
total		\$	123,840.00

Tuition Cost	\$	19.95
Crew required		25
Total Tuition Cost	\$	498.75

Total Crowd Control Manager Cost \$ 124,338.75

LaFrance, Darrell

From: Richard Heausler <rHeausler@labmarferry.com>
Sent: Tuesday, November 2, 2021 2:55 PM
To: Hankins, Lona
Cc: Ruiz-Garcia, Jose; LaFrance, Darrell; Toomey, Craig; Ginny Hootsell; John Peter Laborde
Subject: RE: Crowd Control Change Order
Attachments: LabMar Crowd Control Manager.pdf; crowd control budget.xlsx

Lona, please find our previous proposal on this.

Also attached is a rough cost for the project.

I am adding extra training tuition costs to cover potential attrition of mariners down the road from our previous proposal.

We will invoice you as per our standard Labmar Terms.

Let me know if you have any questions or comments on this service.

From: Hankins, Lona <lhankins@rtaforward.org>
Sent: Tuesday, November 2, 2021 1:57 PM
To: Richard Heausler <rHeausler@labmarferry.com>
Cc: Ruiz-Garcia, Jose <jruizgarcia@rtaforward.org>; LaFrance, Darrell <dlafrance@rtaforward.org>; Toomey, Craig <ctoomey@rtaforward.org>; Ginny Hootsell <ghootsell@labmarine.com>; John Peter Laborde <johnpeter@labmarine.com>
Subject: Crowd Control Change Order

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Richard,

Did you ever send the complete cost expected for Crowd Control? Training and Staffing cost from November 2021-March 2023. I would like to try to get ahead of the game on this item.

Thanks

Lona Edwards Hankins
Deputy CEO of Planning and Infrastructure
Regional Transit Authority



2817 Canal Street | New Orleans, LA 70119
Office: 504-827-8393 | Cell: 504-508-4389
lhankins@rtaforward.org

World Class Service.Treat Each Other Well.Operate Safely. Operate On Time

Board Report and Staff Summary

SUBJECT: Crowd Control Change Order Canal Street Ferry Terminal	AGENDA NO:
DESCRIPTION: Award contract with Labmar Ferry LLC. for crowd control training and services at Canal Street Ferry Terminal	FILE #:
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

Authorize the Chief Executive Officer to award a contract to Labmar Ferry LLC. for crowd control training a Canal Street Ferry Terminal which is required by the State Fire Marshall at a cost of \$124,388.75.

ISSUE/BACKGROUND: In accordance with the required State Fire Marshall guidelines for crowd control a person will be required to be present when there are more than 50 persons onboard the ferry barge at Canal Street Terminal.

DISCUSSION: Crew members will have to be trained by an approved State Fire Marshall online course which the certificate is valid for 2 years. Twenty-five crew members will be trained at a cost of 19.95 per member with a total of \$498.75. The projected timeline is Nov. 2021 through March 2023 at a cost of \$123,840.00.

FINANCIAL IMPACT: The project is funded through grant number LA95000.1047.123405 in the amount of \$124,338.75.

NEXT STEPS: Upon RTA Board approval, Staff will issue a Notice to Proceed (NTP) on training to LabMar.

ATTACHMENTS:

1. Board Resolution
2. Labmar Proposal

Prepared By: Darrell LaFrance, Infrastructure Project Manager III
Infrastructure Department
dlafrance@rtaforward.org

Reviewed By: Lona Edwards Hankins, Deputy CEO of Planning and Infrastructure
and IT Technology
lhankins@rtaforward.org

Gizelle Johnson Banks
Chief Financial Officer

Date

Alex Wiggins
Chief Executive Officer

Date