



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	July 14, 2023
Change Order ID	129

A. Department Representative to participate in procurement process.

Name: LAFRANCE, DARRELL
Title: CAPITAL PROJECTS MANAGER III
Ext: 5048278310

B. Contract Information:

Contract Number	
PO Number	912770-002
Contract Title	Canal Street Ferry Terminal

Contract-History:

Original Award Value	22928685
Previously Executed Change Order Value	3186247.78
Adjusted Contract Value	26114932.78
Current Change Order Value	666435
Revised Contract Value	27576092.41

C. Justification of Change Order

Audubon Nature Institute (ANI) has requested additional hardscaping, landscaping and site work be performed by the Woodward APC during the Canal Street Ferry Terminal project. ANI has agreed to fund the design, construction, construction management, and future maintenance to the added scope of work that they have requested. The current approved budget for this work is \$1,000,000.00. Based on the latest information, the total cost for the ANI directed work is \$1,666,435.00. To date RTA has issued a change order for an allowance of \$1,000,000. This recommendation is to add to the allowance the additional amount of \$666,435.00. Royal has reviewed the budget increase request and finds it reasonable as an increase in allowance. Note that all billings against the allowance are reviewed independently for cost reasonableness and separate recommendations for approval are sent to ANI and the RTA for approval. Royal only recommends acceptance of this increase pending approval of the increase by ANI.

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: July 20 2023

Risk Management:

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

Risk Management Analyst: Marc Popkin

Signature: Marc Popkin

Date: July 20 2023

G. Funding Source:

Independent Cost Estimate (ICE): \$666,435.00

Projected Total Cost: \$666,435.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$2,453,411.00	
Projected Fed Cost	State	Local	Other
		\$666,435.00	

FTA Grant IDs	Budget Codes
	1Ferry.1047



Budget Analyst: **Darrell LaFrance**

Signature: *Darrell LaFrance*

Date: **July 17 2023**

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	30.8
SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: **Adonis Charles Expose**

Signature: *Adonis Charles Expose*

Date: **July 20 2023**

DBE/EEO Compliance Manager **Adonis Charles Expose**

Signature: *Adonis Charles Expose*

Date: **July 20 2023**

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

Department Head: **Christopher H. Cook**

Signature: *Christopher H. Cook*

Date: **July 14 2023**

Chief: **Dwight Daniel Norton**

Signature: *Dwight Daniel Norton*

Date: **July 20 2023**

Director of Procurement: **Ronald Gerard Baptiste**

Signature: *Ronald Gerard Baptiste*

Date: **July 20 2023**

Required if Total Cost above \$15K

Chief Financial Officer: **Gizelle Johnson-Banks**

Signature: *Gizelle Johnson-Banks*

Date: **September 12 2023**

Required if Total Cost above \$50K

Chief Executive Officer: **Lona Edwards Hankins**

Signature: *Lona Edwards Hankins*

Date: **9/12/2023 8:03 PM**