



Addendum #1 – January 30, 2019

STUDENT TRANSPORTATION SERVICES

Request for Proposals

MANDATORY Pre-Proposal Meeting

January 23, 2019, 2:00 PM

Please note that statements made by District representatives at the pre-proposal meeting were not binding upon the District until confirmed by this written addendum.

- I. WELCOME & INTRODUCTIONS**
- II. REVIEW OF PROPOSAL SELECTION TIMELINE – (Page 3)**

PROPOSAL SELECTION TIMELINE

Advertisement for Proposals/RFP Issued	January 14, 2019
Pre-Proposal Meeting	January 23, 2019 at 2:00 PM
Last Day for Questions	February 11, 2019 by 5:00 PM
Last Addenda Issued (if any)	February 14, 2019 by 5:00 PM
Proposals Due	February 21, 2019 by 2:00 PM
Selection Committee Evaluation of Proposals	February 22-27, 2019
Proposer Interviews (<i>if necessary</i>)	March 4, 2019
Notice of Intent to Award	March 7, 2019
Recommendation to School Board/Contract Award	March 14, 2019
Contractor to Begin Service	July 1, 2019

III. SPECIFIC TOPIC DISCUSSIONS

Fleet Size (page 18)

Section a. – *“Buses must be capable of providing seat belts and child restraint systems that meet state and federal requirements, to meet individual student needs upon request.”* To clarify, this means that it is not standard equipment, but the buses shall be able to be retro fit when needed for a specific student. District will make this request in writing and will give adequate lead-time to facilitate installation. This is typically a response to a behavior

plan. Our District strategy is to support student success on regular home to school buses; we collaborate with our service provide on tools in support of this goal.

Section b. – Individualized transportation – 14 routes – at least one bus with 5 wheelchair stations and six additional seats for WINGS. Review relationship with Dial-A-Bus.

Section c. - Activities, athletics and field trips – the District has increased the scope of services from a minimum of 6 buses to a minimum of 8 buses (during route times) and unlimited trips during the day (up to our maximum fleet) to account for an increase in experiential learning opportunities for students.

Video and Audio Monitoring Equipment (Pages 19-20)

“All buses (including spares) must be equipped with high-quality digital video and audio monitoring systems.” The District is not requiring a specific number of cameras on each bus, but the systems implemented by the Successful Proposer should capture riders during seat time and the loading and unloading of each bus.

All recordings of students are confidential and should only be viewed by persons authorized by the District. The Successful Proposer must transfer recordings requested by the District to a secure cloud website for viewing within 24 hours of the request. The District currently uses Google Drive as a secure cloud website.

Facilities (page 20)

“Contractor’s facility shall be located within the Corvallis School District’s boundary, unless authorized in writing by the district.” The District acknowledges that there is a very limited supply of large properties that are properly zoned and currently available within the boundaries of the District (particularly in the City of Corvallis) that can used for a transportation facility. The District’s preference is a **single** location within the District’s boundaries, but we will allow locations outside of the District’s boundaries and/or multiple locations. Please note that our current contractor’s facility is not of adequate size to store and maintain the required number of buses as requested in the RFP. Proposed location must be submitted by no later than June 1, 2019 per the RFP.

The District wants to reserve the right to negotiate fees associated with deadhead time and mileage.

Software (page 23)

The District’s current contractor utilizes Versatrans (a Tyler Technologies product) to create and maintain the District’s routes.

Route Optimization (page 24)

There will be no request from the District for the Successful Proposer to implement route optimization in the first year of the agreement. The District expects to use existing routes in 2019-20 (32 home to school routes). We want to proceed with optimization during the 2019-20 school year with new routes implemented in the fall of 2020.

Schedules – Shuttles (page 25)

Shuttles between school sites utilize regular route buses. The elementary and middle school shuttles are anchored at the start and end of the school day, while the high school shuttle runs throughout the day. All should be billed at route rates.

Contractor’s Personnel (Page 27)

Section 2. a. *“Contractor shall provide a full-time Location Manager with significant supervisory experience in the field of student transportation.”* The district prefers a Location manager with **student** transportation experience but will accept transportation industry experience with demonstrated management and customer service skills in lieu of **student transportation** experience.

Student Behavior/PBIS (page 36)

The District will work closely with the Successful Proposer to provide regular PBIS trainings and support for drivers to develop strong relationships with school staff.

The District utilizes a bus monitor program and will place trained school staff as monitors throughout the year as needed. During the first two weeks of school, all elementary afternoon routes will have bus monitors on board to help train students on bus expectations.

Current Service Level Information (page 40)

The number of routes listed on page 42 of the RFP document is based on the number of routes provided by the District’s current contractor in 2017-18. Due to a driver shortage, the number of routes provided in 2018-19 has been reduced to 27 home to school routes (instead of the standard 32 routes) and 8 individualized routes (instead of the standard 14 routes).

IV. OTHER TOPICS

Buses Powered by Alternative Low Carbon Fuels

The District is committed to both practicing and teaching the concept of sustainability. Our current contractor’s fleet includes buses powered by alternative low carbon fuels (propane) and while not required by this RFP, it is a priority of the District have buses in the Successful Proposer’s fleet that are powered by alternative low carbon fuels. The Proposal Rate Schedule on page 55 of the solicitation document includes a section for Proposers to present alternative cost proposals for alternate fuel sources.

Driver Wages and Benefits

The District will not be providing any guidance regarding the level of compensation for contractor staff. Local drivers are members of the Amalgamated Transit Union, Local 757. The collective bargaining agreement between the District’s current contractor and ATU is available online and we will provide that link in the notes to this pre-proposal meeting that will be issued as addenda to this RFP.

<http://www.atu757.org/wp-content/uploads/2016/09/Corvallis-CBA-2016-18.pdf>

The District expects the Successful Proposer will establish a level of employee compensation to ensure compliance with all terms and conditions of the Agreement (specifically the staffing levels required to provide full scope of services).

V. WRAP UP

The sign-in sheet and notes from today's pre-proposal meeting and answers to written questions received through the end of the day today (January 23) will be issued as addenda to the solicitation documents by January 30. The last day for questions is February 11, with the last addenda issued (if necessary) on February 14.

VI. Questions from Pre-Proposal Meeting

1. Does a 5 point harness meet the need in place of a seat belt on "Page 18, Fleet section a"? Not necessarily, the district wants to use the least restrictive means of restraint possible at all times.
2. How many students on a regular home to school route bus need seat belts currently? Not more than six at one time.
3. The Type 20 buses assigned to the high schools will be dual insured by the contractor and the District.
4. It was clarified that the video surveillance system must provide images of student laps in the seats.
5. The District acknowledged that real estate within the City of Corvallis, and possibly the Corvallis School District boundary is limited. We will consider properties outside the District boundary. However, the District reserves right to negotiate dead head time and mileage for locations outside of boundary.
6. Is the District happy with Versatrans? The District has no experience with other software and has no comparison.
7. Bus monitors during the first two weeks of school are district staff paid by district.
8. District provides training two times per year (one four hour and one two hour); contractor pays driver time to attend.
9. Questions received by Thursday, January 24, 2019 will be responded to in the first addendum by Wednesday, January 30, 2019.
10. Amalgamated Transit Union is currently bargaining and does not have a tentative agreement.
11. All individualized transportation requests will be routed to the Contractor unless it is for a life skill learning experience, or if parameters have been designated by the District that are in the best interest of students and families.

Responses to Emailed Questions Received by January 24, 2019

Written questions were submitted by STA, Durham, and Storer. Below are responses to questions that were not covered at the mandatory pre-proposal meeting or in the additional documentation attached to this addendum.

- 1. Question:** Regarding page 11 of the RFP, we request that the district remove the commercial auto insurance requirement of \$1,000,000 for uninsured and underinsured motorists. **Answer:** The District's insurance agent has reviewed the commercial auto insurance requirements and made revisions to RFP Page 11, Section E. 2. as follows:

The following minimum limits apply to the commercial auto insurance requirements:

\$1,000,000	for Each Person (Bodily injury) Per Accident
\$1,000,000	for Property Damage
\$1,000,000	for Under insured (and Uninsured) motorists
\$ 5,000	Medical Payments per person
\$4,000,000	Umbrella/Excess Liability

Or a ~~total occurrence~~ limit of no less than \$5,000,000 Per Accident ~~for all coverage combined~~. Indicate in the proposal the amount that the contractor will carry.

- 2. Question:** Regarding Page 17 of the RFP, will the district consider raising the maximum allowable bus age for alternative fueled buses from 10 years to 12 years? **Answer:** No
- 3. Question:** Prohibition of Alternations, page 7 - will alternate proposals be accepted that deviate from the original proposal specifications? **Answer:** No
- 4. Question:** Can you provide detailed route data for summer and extended school year routes? **Answer:** We do not have routing for summer transportation, but we have provided the program information for the summer of 2018.
- 5. Question:** Rate based fees - Does the daily minimum charge per route include pre and post trip time? **Answer:** Yes, but we reserve the right to negotiate deadhead time if the facility is located outside of the district boundary.
- 6. Question:** Do any routes require monitor? If yes, how is the district billed for the service? **Answer:** Yes, some of our routes do require monitors from time to time. The need for a monitor is determined collaboratively between our Contractor, the School, and our Transportation Department. If the need is identified, the Transportation Department works with the School to place a School staff member on the bus as the monitor. The monitor is paid by the District.

- 7. Question:** Can we be provided with the total annual number of activity/field trips for this past school year with the average mileage and hours per trip? **Answer:** We are providing a spreadsheet with data from our TripDirect software, including data about school, destination, date, time, and number of passengers. We do not track mileage or hours.
- 8. Question:** Does the District offer any type of fuel protection? **Answer:** No
- 9. Question:** Cost/fee structure, page 52 - would the district accept an alternative proposal rate schedule in addition to the required pricing format? **Answer:** No
- 10. Question:** Maintenance of District owned vehicles – can we be provided with a listing of all district owned vehicles? **Answer:** Page 54, item 3. Maintenance of District Owned Vehicles shall be omitted. The District does not intend to use the Contractor for maintenance of District owned vehicles.
- 11. Question:** Qualifications of management, Page 60 – would the District accept a job description in lei of an identified manager? **Answer:** Yes
- 12. Question:** Page 58, item G – Would the District consider limiting this request to the State of Oregon? **Answer:** Item G is a subsection of 3. above which limits the response to “For each of five of the above districts closest in size to the Corvallis School District, provide the following:” The five districts are not limited to the State of Oregon.
- 13. Question:** Will the pricing of the proposals be read aloud at the opening? **Answer:** No, the pricing is only one component of the evaluation process and it will not be disclosed at the opening.
- 14. Question:** Would the District consider specifying a certain number of these 33 buses to be considered “seatbelt capable”? **Answer:** Contractor shall specify two (2) seats on six (6) buses to be seatbelt capable.
- 15. Question:** Would Corvallis SD consider equipping all buses in this RFP with three point safety seatbelts? **Answer:** No
- 16. Question:** On the individualized transportation buses, is the District requiring all wheelchair securement stations to be equipped with three point safety seatbelts as provided in the RFP for their ambulatory peers? Should home to school buses that are lift equipped be provided with three point safety seatbelts in addition to standard wheelchair securement? **Answer:** All wheelchair securement stations must meet all Oregon Department of Education Pupil Transportation and Federal ADA requirements.
- 17. Question:** On the heavy duty transit buses for the activities, athletics and field trips, considering the distance travelled, roadways used, and highway speeds, would the District consider equipping these vehicles with three point seatbelts for student safety? **Answer:** No

- 18. Question:** Relating to Section V, page 8, Evaluation: The acquisition of seatbelt equipped or seatbelt capable buses with alternative fuel makes it unlikely that a competing contractor will be able to meet the district's timeline as specified in the RFP as it take more time to procure said vehicles. Would the District consider other sustainability options from the contractor within the operation in lieu of standard fuel options? Would the district consider eliminating the 10 points provisioned in the evaluation criteria for environmental sustainability which would result in a more competitive bid? **Answer:** The District will consider other sustainability options within the operation in lieu of or in addition to alternate fuel options. We will not remove the evaluation criteria for environmental sustainability.
- 19. Question:** Relating to Section 9, page 20, Required Modification of Buses: Please clarify if it is the Contractor's responsibility for installation of equipment modifications required by a change in law or regulation or the responsibility of the District as the verbiage in this section seems to contradict itself? **Answer:** The language in the RFP is clear that if the law requires the change it is the Contractor's responsibility to install and pay for. If the District requires something in addition to the law of regulation it shall be done by the Contractor, with reimbursement by the District.
- 20. Question:** Relating to Section K, 2, page 36, Student Behavior / PBIS: Would the District consider providing District staff to train a Contractor trainer in PBIS? What would be the cost to the Contractor for that District service? **Answer:** No. The District will provide PBIS training free of charge for drivers and staff, but will not train a certified trainer.
- 21. Question:** The District will be willing to sign a Hold Harmless Agreement for all vehicles used by District personnel that are owned by the Contractor. **Answer:** Yes, as part of the contract.
- 22. Question:** The District will insure the vehicles used by District personnel that are owned by the Contractor for an amount equal to or greater than the amount provided by the Contractor. **Answer:** Yes, the District will insure the vehicles to limits at least equal to RFP requirements.

Attachments:

1. Pre-Proposal Sign-in Sheet
2. High School Shuttle Schedule
3. 2017-18 Home to School Routes
4. Corvallis School District – First Student Contract 2015
5. Current Fleet Configuration – (Page 46 & 47) – *updated with lift information*
6. 2018 Summer Transportation
7. 2017/18 Activity/Field Trip Requests from TripDirect