

THE SCHOOL DISTRICT OF PITTSBURGH (Pittsburgh, PA)

**REQUEST FOR
QUALIFICATIONS FOR
SCHOOL BUS, MINI BUS, 9
PASSENGER VANS, AND
LESS THAN 9 PASSENGER
VEHICLES
SCHOOL YEAR
2022-2023, 2023-2024,
2024-2025
PUPIL TRANSPORTATION**

Issuance Date: February 15, 2022

Submission Date: February 24, 2022

Introduction

The purpose of this Request for Qualifications is to obtain pupil school bus, pupil mini school bus, 9 passenger vans and/or less than 9 passenger vehicle transportation provider(s) for School District of Pittsburgh (“The District” or “School District”). The District is currently looking to expand its contractors list, and all selected contractors must agree to the current pricing schedule. (See exhibit 2). The District anticipates selecting several highly qualified and flexible contractors to successfully coordinate and complete all aspects of student transportation. Megan Patton will serve as the District’s project manager for this engagement.

The School District intends to provide home to school and school to home transportation of public, parochial, private, charter and certain special needs students, as required by law, using contracted services, as well as transportation for athletic, band and field trips. The schedule for services will be as established by the school calendars of the respective entities which may vary from year to year. The company supplying the transportation shall be referred to as the “Contractor”, the School District of Pittsburgh as the “District” and the Pittsburgh Public Schools Board of Directors as the “Board” throughout this proposal. The transportation of the District’s students is a specialized function. The essence of any student transportation contracted service is that the students be transported to and from school regularly, promptly, safely and without interruption or incident. The children’s interest in transportation takes precedence over the interest of either the Contractor and its drivers or the District. The primary obligation of the Contractor is to operate its affairs so that the District will be assured of continuous, reliable service. For the protection of our children, drivers and all other persons who interact with the children must be of stable personality and of the highest moral character. The District places full responsibility and the Contractor accepts full responsibility of assuring such qualities in personnel. Therefore, all required security clearances and background checks must be satisfactorily completed in accordance with law. Under the proposed service agreement, the Contractor will be responsible for all aspects of pupil transportation service subject to the approval of the District. By submitting qualifications and accepting a contract, the Contractor acknowledges that it has such management expertise; the necessary regular and substitute drivers; vehicle mechanics; driver training and safety personnel; school buses, spare vehicles and other vehicles; offices, vehicle maintenance and staging areas; and any other equipment, materials, supplies and information systems.

Timetable/Response Submittal

The District is requesting qualifications from experienced and qualified contractor(s) to provide bus, mini bus, or van transportation to the School District. Selection of the contractor(s) will be made based on the qualifications submitted and possibly oral interviews. A tentative timetable for the selection process is provided below:

- February 15, 2022 Release of RFQ
- February 24, 2022 Receipt of Qualifications
- February 28 & March 1, 2022 Tentative Interview Dates (if necessary)
- March 23, 2022 Legislative Approval by Board of School Directors

Upon the release of this RFQ and throughout the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s) or agent(s) with any

staff of the District, or any elected representatives or other appointed official of the Board and/or their staff, except as provided for in the RFQ. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

All qualifications shall be submitted to the District via US mail only.

Address RFQ to:

Megan Patton
Director, Pupil Transportation
Pittsburgh Public Schools
University Prep at Milliones
3117 Centre Ave. Room 366
Pittsburgh, PA 15219
412-529-8125
mpatton1@pghschools.org

PLEASE NOTE: No fax or email submission will be accepted.

One (1) original and three (3) copies of qualifications shall be prepared and submitted to the District in such form as is set forth in this RFQ by 4:00p.m. on February 24, 2022.

Qualifications, including any/all attachments, cover letter and tabs should not exceed twenty-five (25) pages in length on 8-1/2 x 11" paper, single-spaced using a minimum font size of 10 pt. Qualifications should be submitted in accordance with the instructions detailed below. The District reserves the right to select qualifications in their entirety or some portion(s) thereof. Furthermore, the District reserves the right to reject all qualifications and to waive irregularities. The District's Law/Transportation offices reserve the right to negotiate all terms and conditions proposed.

Questions regarding this RFQ should be addressed to Megan Patton, Director of Pupil Transportation (412-529-8125)

Specific Response Requirements

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

I. Letter of Transmittal

Responses should be accompanied by a letter of transmittal which summarizes key points of your qualifications, and which is signed by an authorized officer.

II. Firm Experience and Qualifications

- A. Please provide an overview of the company and its qualifications. Please include the location of the company's office(s) in the Commonwealth of Pennsylvania.
- B. Describe the company's relevant experience in this area for the past two (2) years for the following categories:
 1. All Pennsylvania school districts,
 2. All Pennsylvania local government units,
 3. Any other relevant organizations.
- C. Provide additional relevant information.

III. Service Team

Provide brief resumes for the following individuals who will be assigned to the District's engagement, including any relevant experience for each assigned individual. Please include only those individuals who will work on the District's account.

- A. The senior person who will assume the day-to-day and on-site responsibility for managing and supporting the District's engagement.
- B. Other members of your team assigned to the District's Transportation account and the specific role that each can be expected to play.

C. Through the inclusion of an organization chart, describe your administrative team including the roles and responsibilities and location of each member of the team. It is acknowledged that one individual may accomplish multiple roles. For example, please address the typical roles and personnel required to run a company that provides services for the transportation of students that may encompass the following functions.

- Dispatcher
- Operations Manager
- Contract Manager
- Financial Manager
- Driver Trainer
- Safety Officer

IV. Plan of Work

Please provide a detailed plan of work for the District's engagement.

1. Total number of school buses, mini buses and vans which conform to state and federal laws that could be used on this engagement. Must meet minimum of 10 school vehicles. If minimum is not met, your company may subcontract with one or more of the following transportation providers: (1) ABC Transit; (2) Allegheny Transportation Services; (3) First Student; (4) Krise; and (5) Sun Coach. No other subcontractors will be permitted to satisfy the 10 school vehicle minimum.
2. List of all vehicles ten (10) years old or less to be used by vendor on home to school runs. (See exhibit 3).
3. Provide samples of working with diverse and/or special needs individuals/students.
4. Provide safety record for the last five years, indicating all bus and/or van accidents.
5. Provide customer service procedures relating to parent bus or van transportation complaints.
6. Provide a satisfactory work history as verified through professional references.
7. Description of customary communication between the Contractor and parents of special needs students.
8. Description of any additional training that drivers of special needs students obtain.
9. Description of the Contractor's methods utilized to recruit and retain highly qualified drivers.
10. Describe the protocol used to respond in the event of a bus or van accident.

The carrier should address their willingness to be flexible and to have a close working relationship with the District's team to provide safe and timely school bus, mini school bus, less than 9 passenger vehicles and/or van services to the District. The company must be able to meet in person with School District staff to resolve any issues within 24 hours response time.

Additional RFQ terms and conditions are outlined in Exhibit 1.

V. Firm Information/Equal Employment Opportunity

- A. Describe your firm's equal employment opportunity policies and programs. If you are a certified company, please include a copy of your current certification in the proposal.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any still pending criminal matter arising directly or indirectly from the conduct of your firm's business or have any of your company's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (1) any material financial relationships that your company or any company employee has with any other transportation providers or entities that may create a conflict of interest; (2) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest and (3) any other matter that your company believes may create a conflict of interest or the appearance of a conflict of interest in acting as an independent consultant to the District. Please describe any procedures your company either has adopted, or would adopt, to assure the District that a conflict of interest would not exist for your company in the future.

Evaluation Criteria and Selection Process

The Service Agreement will be awarded to the qualified proposer(s) whose proposal(s) are most advantageous to the District. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

The District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The District anticipates selecting one or more carries for pupil transportation services using the following criteria.

	Points
Ability to Meet the Specific Needs of the School District of Pittsburgh	20
Experience and Qualifications	15
Safety Program	15
Training Program	15
Size of fleet ten (10) vehicles or more	10
Office, Garage and Maintenance Facilities (See exhibit 4)	10
Cold Weather Program (See exhibit 4)	5
GPS on Vehicles	5
Recording cameras on vehicles in excellent working condition	5

Exhibit 1:

Bus and/or Van Additional Terms and Conditions

1. All qualifications shall be returned in sealed envelopes and addressed to the School District of Pittsburgh.
2. Agree to current price rates. (See exhibit 2)
3. RFQ shall be signed by a duly authorized agent or officer of the company submitting the qualifications. Absence of original signature of person duly authorized to sign for the company submitting their qualifications document will automatically render proposal null and void.
4. The owner or operator shall provide insurance documentation to the District confirming compliance in the amount specified by Pennsylvania Department of Education.
5. The Board of Education reserves the right to reject any or all RFQ's and to accept or reject any item or group of items for which proposal is submitted.
6. Provide annual participation in-services.
7. Proof that the contractor is financially solvent.
8. The District reserves the right to negotiate the payment schedule with a net-30 day term being the District's standard.
9. Indicate if the contractor is currently involved in any litigation with a current or former customer; also indicate any litigation issues involved in the last three fiscal years.
10. Must provide office, garage, and maintenance facilities and have a cold weather program (See exhibit 4)
11. Must meet minimum requirement of 10 school vehicles; if not, your company may subcontract with one or more of the following transportation providers: (1) ABC Transit; (2) Allegheny Transportation Services; (3) First Student; (4) Krise; and (5) Sun Coach. No other subcontractors will be permitted to satisfy the 10 school vehicle minimum.

Exhibit 2:

Rate Sheet

			2022-23								All Day	idle time		run time	
	Vehicle	school yr	2	2.5	3	3.5	4	4.5	5	5.5	1	1.5	1	1.5	
1,F	83-84		\$ 307.10	\$ 319.16	\$ 331.21	\$ 343.27	\$ 355.33	\$ 367.38	\$ 379.44	\$ 391.49	\$ 24.80	\$ 37.20	\$ 64.78	\$ 76.03	
2,3,4,5	36-78		\$ 255.07	\$ 268.30	\$ 281.54	\$ 294.77	\$ 308.01	\$ 321.24	\$ 334.47	\$ 347.71	\$ 24.80	\$ 37.20	\$ 64.78	\$ 76.03	
6	30-35		\$ 255.07	\$ 268.30	\$ 281.54	\$ 294.77	\$ 308.01	\$ 321.24	\$ 334.47	\$ 347.71	\$ 24.80	\$ 37.20	\$ 64.78	\$ 76.03	
7,8,9	16-29		\$ 201.05	\$ 215.42	\$ 232.17	\$ 248.93	\$ 266.49	\$ 280.05	\$ 293.61	\$ 307.17	\$ 24.80	\$ 37.20	\$ 64.78	\$ 76.03	
A	9 to 9		\$ 178.61	\$ 188.65	\$ 198.69	\$ 208.73	\$ 218.77	\$ 228.82	\$ 238.86	\$ 248.90	\$ 24.80	\$ 37.20	\$ 45.74	\$ 54.17	
B,C	5 to 8		\$ 161.26	\$ 171.30	\$ 181.34	\$ 191.38	\$ 201.42	\$ 211.46	\$ 221.51	\$ 231.55	\$ 24.80	\$ 37.20	\$ 45.74	\$ 54.17	
D,E	Wheelchair		\$ 243.42	\$ 260.81	\$ 278.99	\$ 307.37	\$ 311.39	\$ 323.23	\$ 334.31	\$ 346.15	\$ 24.80	\$ 37.20	\$ 64.78	\$ 76.03	
Z	9-SBCV		\$ 187.90	\$ 202.27	\$ 219.02	\$ 235.77	\$ 253.32	\$ 266.89	\$ 280.45	\$ 294.01	\$ 24.80	\$ 37.20	\$ 45.74	\$ 54.17	
P	Pre-K SBCV		\$ 236.33	\$ 253.21	\$ 270.86	\$ 298.42	\$ 302.32	\$ 313.82	\$ 324.57	\$ 336.07	\$ 24.80	\$ 37.20	\$ 48.85	\$ 57.29	

*3% increase for each year after.

Exhibit 3:

Bus and/or Van

Vehicle age will be based on the date contained in the vehicle warranty care, which represents the date on which the warranty coverage applies for each vehicle

Vehicles used in the provision of Pupil Transportation Services shall conform to the following maximum and average age specifications on August 1st of each year.

SEATS	MAXIMUM AGE	AVERAGE AGE
84 seat vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
72 seat vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
48-54 seat vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
Wheelchair equipped vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
P (Mini School Bus) vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
9 Passenger Vans	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet
Less than 9 passenger vehicles	Maximum age 10 years for home to school routes	Average age of 7 years in the fleet

Vehicles older than 10 years old and up to 12 years old may be considered for spare vehicles for home to school routes only.

Exhibit 4:

Office, Garage and Maintenance Facilities-The proponent must provide a space for administration, such as dispatch and billing. The proponent must also provide a facility for the

routine maintenance of all vehicles used to provide the contracted service. Describe in detail the office, garage, and maintenance facility or facilities (planned or actual) in terms of size, location and investment to meet the needs of the District for the services identified in this RFQ.

- 5 Superior
- 4 Good
- 3 Satisfactory
- 2 Limited
- 1 Inadequate
- 0 Zero

Cold Weather Program- A Cold Weather Program ensures vehicles operate and transport students as scheduled on days with colder than normal temperatures. Describe your Cold Weather Program and include any dedicated staff, resources and/or technology you employ to facilitate the program. Also, indicate the temperature threshold which initiates implementation of the program in your response.

- 5 Superior
- 4 Good
- 3 Satisfactory
- 2 Limited
- 1 Inadequate
- 0 Zero

PLEASE NOTE: Responses should be limited to 2 pages for each question.