

Request for Proposals (RFP) for Transportation Efficiency Study

INTRODUCTION

Connecticut Regional School District # 17 Public Schools (the District) is issuing this Request for Proposals to qualified firms to conduct an efficiency study of existing regular education bus routes.

The key objective is to reduce the total regular education bus routes by consolidating runs and maximizing usage of our vehicle capacities. Following contract award, the Proposer shall work collaboratively with the District to develop an optimized routing plan that reduces overall fleet requirements while maintaining service quality, reasonable ride times, and safety standards.

DISTRICT OVERVIEW

Regional School District # 17 consists of two Connecticut towns, Haddam and Killingworth.

The towns are rural, residential communities. Haddam covers 46.4 square miles with 124.6 miles of State and Town maintained roads, Killingworth 35.8 square miles with 92.3 miles of roads. The population density (people per square mile) of both towns are significantly below the overall population density of the State of Connecticut (748) with Haddam at 197 and Killingworth at 177.

Additionally, Haddam is extraordinarily unique as the only town in the State split by the Connecticut River. Students residing east of the River (Haddam Neck) must be transported over a connecting bridge. The shortest route by distance crosses the East Haddam/Haddam swing bridge on State Route 82. During the prime marine operating months (May 1 to October 31), the bridge opens for any marine traffic on the hour (from 6 AM to 8 PM). This causes delays of varying length. One full size bus currently travels to Haddam Neck for each tier, plus one Type II.

The District has one K to 3 elementary school for each town (Pre-K is combined at one building). Another building, located in Killingworth, is configured as two separately operated schools: Haddam/Killingworth Intermediate School, grades 4 and 5, and the Middle School, grades 6 to 8. The High School is located near the intersection of State Routes 81 and 9 in the Higganum section of Haddam.

TRANSPORTATION PROGRAM

Since 2010 the District's transportation provider for regular education, extracurricular activities, and extended school year has been Student Transportation of America, Inc (STA). The service was proposal in the fall of 2025 and awarded to STA once again for July 1, 2026 to June 30, 2029. The drivers employed by STA organized in the spring of 2025. The ending date of the current labor agreement matches the end of the new contract with STA. The labor agreement includes guaranteed minimum daily paid hours. The awarded contractor will receive copies of the District's Transportation Contract and the drivers' collectively bargained agreement. The operation essentially has been fully outsourced to the transportation service provider who operates in accordance with District Board of Education policies. STA provides all route design, stop assignment, and the primary administration of change-requests.

The tiers are comprised of:

- Haddam Killingworth High School and the Middletown Vo-ag and Vinal Technical Schools (grades 9 to 12)
- Haddam Killingworth Middle School (grades 6 to 8)
- Burr (Haddam) Elementary School (K to 3) and Killingworth Elementary School (Pre-K to 3) both schools have the same start and end times. Elementary transportation is concurrent with the service to Haddam Killingworth Intermediate School for grades 4 and 5, which is located in the same facility as the Middle School. Currently Haddam students are transported to the Intermediate School on separate bus runs, Killingworth students ride elementary buses with the first stop being Killingworth Elementary School.

The 2026-27 school year currently is anticipated to start with 29 large capacity buses operating all routes, carrying a total of approximately 1,650 students. There are approximately 40 additional students transported to the Middletown regional programs.

SCOPE OF WORK

The scope of work consists of ***two separate projects***:

PROJECT 1 Current Bell time Configuration:

Analysis with Route optimization within the current bell time structure for School Start August 2026

Analyze existing stop-level data (exported from the Versatrans system utilized by STA), student locations, bell times, and current route maps. Identify existing inefficiencies. Provide a simulation of optimized routes against current routes to demonstrate savings in mileage, time, and number of vehicles. Provide a detailed summary of “disruption” or “changes” including eliminated stops and stop time changes above 15 minutes. The disruption report and the recommended changes must be comprehensively reviewed with an internal committee appointed by the District to prior to the development of the final report. Make any needed revisions to recommendations based on internal review. Provide a final disruption and stop change listing. Develop a final implementation plan with finalized turn-by-turn directions to assure needed digital final route files are compatible with STA’s Versatrans management software for immediate implementation.

Project 2 Recommended Changes in Bell Times:

The consultant should provide recommendations for changes in bell times to achieve optimum transportation efficiencies, minimizing the overall number of vehicles required. We are seeking 2 to 4 alternative bell time scenarios with related cost analysis of the bus savings from each possible recommendation. Cost savings from bus reductions should also consider potential District expense increases such as staff for early drop-off or any other changes that may require added District expense. For cost evaluation purposes, ***these changes would be assumed to begin in the fall of the 2027-28 school year.***

INSTRUCTIONS TO PROPOSERS

Date	Time	Location
May 13, 2026	11:00 A.M.	57 Little City Road, Central Office, Regional School District # 17, CT (Central Office Conference Room for opening)

District contact for questions: Karen Asetta, Director of Finance and Operations, kasetta@rsd17.org.

It is recommended prospective respondents register their interest with Karen Asetta. All questions and answers received after the proposal is live, will be shared with all known interested parties.

Sealed proposals for supplying the above will be received at 57 Little City Road, Central Office, Regional School District # 17, CT until 11:00 a.m. on May 13, 2026 at which time they will be opened. All Proposers and other interested people are invited to be present at the opening of these proposals. The proposal opening will be located in the Central Office Conference Room.

Proposals must be submitted on the schedule forms attached hereto. Each proposal must be submitted with two (2) copies of the proposal. Interested firms must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals. Faxed or emailed proposals will not be accepted, however, hand delivered proposals will be accepted on Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Proposals may be sent by USPS or FedEx to Karen Asetta, Director of Finance and Operations, signed receipt prior to proposal opening date REQUIRED.

Submit signed documents: Appendix A rate sheet through Appendix F in an envelope marked with the Proposer's name and address on the upper left-hand corner.

Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of Proposals received later than the date and time set for Proposal opening will not be considered.

The DISTRICT is exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the Proposal prices.

EVALUATION CRITERIA:

- Demonstrated Success / Prior Results: Based on confirmed quantitative results of previous projects where post-award route optimization reduced fleet or operating costs while maintaining service quality. The client references in APPENDIX B will be the initial investigation sources.
- Proposal cost and return on investment anticipated.
- Demonstrated ability to handle complex geographic constraints.

Conditions of Proposal:

The DISTRICT reserves the right to reject all Proposals, to waive technical defects and informalities in the Proposals, and to make to award a contract that in its judgment will be in the best interest of the DISTRICT.

The DISTRICT may make such an investigation as deemed necessary to determine the ability of the Proposer to discharge his contract. The Proposer shall furnish DISTRICT with all such information and data as may be required for the purpose.

No proposal shall be accepted from any Proposer that, in the past ten years, has defaulted on a contract, had a contract terminated for cause, or has withdrawn a proposal after formal submission.

The DISTRICT reserves the right to consider the Proposer's experience, service, and reputation in the student transportation field, particularly within the State of Connecticut and surrounding States, as well as the specific qualifications of the Proposer, in determining responsiveness and responsibility for the purpose of awarding the contract.

The DISTRICT also reserves the right to interview and negotiate with one or more Proposers after the Proposals are opened. The DISTRICT reserves the right to be the sole judge of which Proposal best meets the needs of the School. The DISTRICT has the right to modify the final Contract based upon negotiations with Proposers. Prior to identifying the successful Proposer and during the Term, the DISTRICT reserves the right to negotiate changes in the scope and commensurate costs of the required services as well as changes in the scope and cost of the enhancements offered by the Proposer to the School. The DISTRICT also reserves the right to discuss the scope of services and specifications with one or more Proposers and to make such modifications as the DISTRICT in its sole discretion, deem to be in the DISTRICT's best interest.

The DISTRICT reserves the right to amend or withdraw this Request for Proposals for any reason whatsoever. The DISTRICT reserves the right to accept or reject any or all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or part of a proposal, that in its judgment will be in the best interest of the DISTRICT, even if such Proposal is not the lowest cost proposal. The DISTRICT reserves the right to waive any informalities, irregularities, technical defects, non-material deficiencies or procedural irregularities in any Proposal submission. No Proposal will be accepted or opened that is not submitted in compliance with the requirements of the Proposal Documents.

The successful Proposer shall not sublet, sell, transfer, assign or otherwise dispose of any agreement reached with the DISTRICT.

APPENDIX A

PROJECT 1: Analysis with route optimization within the current bell time structure for School Start August 2026

TOTAL PROJECT PRICE: _____

Number of follow-up stakeholder evening meetings (2 hours in length) included_____

Additional fee per 2-hour evening meeting, if additional District support is required:

In-person cost_____

Cost for remote participation_____

PROJECT 2: Recommended changes in bell times

TOTAL PROJECT PRICE: _____

Number of follow-up stakeholder evening meetings (2 hours in length) included_____

Additional fee per 2-hour evening meeting, if additional District support is required:

In-person cost_____

Cost for remote participation_____

Proposer Organization _____

Address _____

Website_____

Authorized Signer _____

Signature _____

Date _____

APPENDIX B

Provide separate written information describing the experience of the Proposer to successfully perform the work including listing of similar completed projects and samples of prior presentations and other deliverables.

Provide the names and means of contact (phone or email) for three relevant references:

#1 Name _____

Contact _____

Completed project:

#2 Name _____

Contact _____

Completed project:

APPENDIX B CONTINUED:

#3 Name _____

Contact _____

Completed project:

APPENDIX C

The Region 17 BOARD of Education is an Equal Opportunity Employer.

The Region 17 BOARD of Education has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Signature _____

Printed Name and Title _____

Date _____

Company _____

Street Address _____

City/State _____

APPENDIX D

Region 17 BOARD of Education

TAX AFFIDAVIT

The undersigned, being duly sworn, deposes and says:

1. I am over the age of 18 and believe in the obligations of an oath.
2. I, on my own behalf or on behalf of my company, am submitting a proposal, quotation or proposal to the Region 17 BOARD of Education.
3. I understand that the submission of this affidavit is required by the Region 17 BOARD of Education in connection with my proposal, quotation or proposal and that the BOARD may consider the information contained in this affidavit in making the contract award.
4. I have performed an investigation to determine whether I or my company (as applicable) owes any delinquent state, local or federal tax.
5. Based upon my investigation, and to the best of my knowledge and belief, I or my company (as applicable) owe to the following governmental units(s) the following delinquent tax(es):

Describe nature of each delinquent tax, approximate amount of and governmental unit to which delinquent tax is owed. If no delinquent tax is owed, insert the words "Not Applicable."

Signature and Date

Printed Name and Title

Company Name

APPENDIX E

Region 17 BOARD of Education

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this proposal or proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

_____ Signature and Date

_____ Printed Name and Title

_____ Company Name

APPENDIX F

Outline collaboration requirements with District and STA staff during May to August 2026 to finalize routes (separate documentation permitted)

Contractor's timeline for work – Project 1 Current Bell times

Start Date _____

Completion Date_____

Contractor's timeline for work – Project 2 Recommended changes to Bell times

Start Date _____

Completion Date_____

Contractor _____

Signature _____

Printed Name and Date _____