

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3970

**Addendum for RFP**  
**LCS School Bus Transportation Software System**  
**2022-057**

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Date: May 17, 2022

From: Matt Marsteller, Contract Specialist

RE: Addendum No. 1

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This Addendum becomes a part of the contract documents and modifies the RFP as noted below. Acknowledge receipt of this Addendum in the space provided on the RFP Title Page. Failure to do so may subject offeror to disqualification.

**Notes and Clarification Points from the Optional Virtual Pre-Proposal Meeting that took place on May 13, 2022 from 10:00 a.m. – 10:26 a.m.**

The deadlines for questions, answers, and proposals were reviewed. How the City will be accepting proposals and ensuring that all Addenda are acknowledged by vendors was also reviewed.

A brief overview of the Scope of Services was conducted. The need for integration with Infinite Campus was expressed. The licensing model and how vendors are able to choose how to submit that in Section 7 of the proposal was conveyed.

It was noted that the IT Security MOU that is currently in a revision process will need to be completed by the awarded vendor if the solution requires network access.

The Proposal Preparation section as well as the Criteria for Proposal Evaluation, Method of Award, and Contract Term sections were discussed.

Vendors were given time to view the questions received prior to the meeting. It was noted that they would be included as formal responses on this Addendum.

**Question Received During the Pre-Proposal Meeting:**

- If you switched routing systems, when would the cutover take place?  
**Answer:** October 2022

**Questions Received Prior to the Pre-Proposal Meeting:**

**GIS Services:**

Question 1: Does the district provide transportation to any surrounding counties? If so, which counties?

**Answer:** No

Question 2: Do you have a preferred map source?

**Answer:** No

Question 3: Does the school have a county GIS department we can work with to determine map source?

Contact Name: Lynchburg GIS

Phone Number: 434-455-3961; gis@lynchburgva.gov

**Answer:** See Above

**Routing:**

Question 4: How many transportation personnel will be trained as users in the routing software? Full access 5 and read-only 3

Question 5: How many people will need training on the boundary planning portion of the application, if any?

**Answer:** 5

Question 6: In how many separate locations will staff be located during training?

**Answer:** 1

**AVL Software:**

Question 7: How many users will need to be trained to use the Automatic Vehicle Location (AVL) software?

**Answer:** 8

**District Portal:**

Question 8: How many people will need training on the web interface to look up routing and student busing information?

**Answer:** 75

**Tablets:**

Question 9: Our tablets are portable but would require a mount/power supply to be installed on any vehicle where the tablets will be utilized. On how many vehicles does the district require that we install mounts?

**Answer:** 119

Question 10: How many total tablets does the district need (consider number of drivers, number of buses, number of spares, etc.)?

**Answer:** 80

Question 11: What is the total number of drivers who will be using the onboard tablet for navigation?

**Answer:** 65

Question 12: How many others at the district will need to be trained on the tablet?

**Answer:** 5

Question 13: In how many locations are buses stored?

**Answer:** 1

Question 14: If there are multiple bus locations, is it possible to consolidate the fleet to one location during GPS installation? If not, please provide locations of each site.

**Answer:** N/A

Question 15: Will GPS installers have access to the district's fleet on evenings and/or weekends?

**Answer:** Yes

### **Student Ridership:**

Question 16: Does the district currently have RFID cards?

a. If yes, what type and how many?

**Answer:** No

b. How many vehicles are currently equipped with RFID readers?

**Answer:** 0

Question 17: How many vehicles is the district planning to equip with card readers?

**Answer:** 116

Question 18: How many students will be issued cards?

**Answer:** 8,000

Question 19: In addition to professional installation for Student Tracking devices, we will conduct self-installation training for district staff. How many people will need to be trained?

**Answer:** 5

Question 20: How many people outside of transportation need training for Student Tracking?

**Answer:** 75

### **Questions Received After the Pre-Proposal Meeting:**

Question 21: What is the expected date for a decision and an award to the selected vendor?

**Answer:** The end of June 2022

Question 22: What is the desired date for taking delivery of the software and starting training?

**Answer:** September 2022

Question 23: What is the desired date for taking delivery of the hardware and starting training?

**Answer:** Between July and September 2022

Question 24: What is the desired date for full implementation of the specified software systems, including all District, student, map, route, field trip and other required data?

**Answer:** December 15, 2022

Question 25: Is it the district's intent that district staff will implement the districts data, including routes, stops, schedules, geocoding & map editing, and implementation of related data during the training process or does the district expect the vendor will implement the districts data, including routes, stops, schedules, geocoding & map editing, and related data?

**Answer:** LCS is open to either option.

Question 26: How many staff members will need training and access to the routing and planning software for editing purposes vs. read-only access?

**Answer:** Editing - 5, Read-Only - 4

Question 27: What county map or maps are required to encompass the district's entire service area? Please specify.

**Answer:** Lynchburg City

Question 28: How many buses, vans or other type vehicles operate on a daily basis for transporting students to and from school?

a. Number of buses servicing Regular needs students? **Answer:** 59

b. Number of buses servicing Special needs students? **Answer:** 17

Question 29: How many students are transported daily?

**Answer:** A total of 7,578 students have assigned transportation. LCS doesn't see the need for breaking out the number of students for this RFP as requested below.

a. Number of Regular needs students? **Answer:** N/A

b. Number of Special needs students? **Answer:** N/A

c. How are the routes tiered, by grade, school, other, please specify? **Answer:** School and special programs

Question 30: Does the District own and operate a GPS (Global Positioning System) technology on its school bus fleet? If so, what system is used? And does the district intend to continue using its current GPS technology?

**Answer:** Currently, LCS uses VEO Now and LCS is open to keeping or switching.

Question 31: Is it the intent of the RFP that the vendor's response include a cost proposal for GPS hardware in addition to the routing and scheduling software system?

**Answer:** If the GPS hardware is needed for the student tracking component, LCS would like the cost in the proposal.

Question 32: How many Regular Needs bus routes operate in the home to school transportation? Route definition, one trip with an empty bus at the first bus stop and ends after all students has been dropped off at their school.

**Answer:** 183

Question 33: How many Regular Needs bus routes operate in the pm for school to home transportation? Route definition, one trip with a full bus at the school and ends after all students has been dropped off at their home/stop locations.

**Answer:** 183

Question 34: Are your AM and PM bus routed mirrored. (ex. your PM runs are the same as your AM runs only flipped around)

**Answer:** About 98% of the routes are mirrored

Question 35: Can you please provide a complete asset list for the 119 vehicles requiring tablet mounts?

**Answer:** See Attachment A LCS Vehicle List

Question 36: In the pre-proposal conference meeting, it was discussed that if the district were to replace its current routing solution you would not implement the new solution until October. However, can you clarify if your intent is to then also not implement the student tracking and parent application for tracking their student's bus until October as well, or are these applications to be up and running for your fall opening?

**Answer:** LCS will not be implementing anything until October. Hardware can be installed at any point and students can be issued ID cards at any point, but LCS will not go live on software until October.

#### **Optional Virtual Pre-Proposal Meeting City Staff Attendees:**

John Collins – LCS

Hope Custer – LCS

Barbara Rypkema – LCS

Matt Marsteller – City of Lynchburg

#### **Optional Virtual Pre-Proposal Meeting Vendor Attendees:**

Jeff Ornstein – Tyler Technologies

Ryan Smithson – Tyler Technologies

Sam Stone – EZ Routing

Kelly – EZ Routing

Joe Rossi – Transfinder

Bridget Moore – Transfinder

Pete Salinas – Edulog

Carter Young – Edulog

Joe Winkler – WheresTheBus

Sam Arciprete – WheresTheBus

Brian Gay – Trip Spark Technologies

Sophie Bandarkar – Via Transportation

Binford Sloan - BusPlanner

#### **ATTACHMENT A: LCS VEHICLE LIST**

**READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above RFP, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

*Company Name:* \_\_\_\_\_ *Address:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Telephone No.:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

Year	Make	VIN	Vehicle #	Notes
2017	Thomas SH Bus	4UZABPDT1HCHL0097	1	
2017	Thomas C2	4UZABRDT0HCJA6344	2	
2015	Thomas SH	4UZABPDT5GCGP4163	3	
2014	Thomas C2	4UZABRDT4ECFR5530	4	
2017	Thomas C2	4UZABRDT6HCJA6347	5	
2017	Thomas C2	4UZABRDT8HCJA6348	6	
2013	Blue Bird Bus	1BAKFCA1DF293735	7	
2015	Thomas C2	4UZABRDT6FCGK2079	8	
2017	Thomas C2	4UZABRDTXHCJA6349	9	
2021	Thomas	4UZABRFB9MCMM7356	10	
2022	Thomas	4UZABRFB1NCMY4550	11	
2019	International	4DRBUC8N4KB142868	12	
2017	Thomas C2	4UZABRDT2HCJA6345	13	
2013	Blue Bird	1BAKFCA5DF293736	14	
2009	Thomas Saf-T-Lin	4UZABRDJ69CAH4390	15	
2017	Thomas C2	4UZABRDT4HCJA6346	16	
2020	International	4DRBUC8N6LB370033	17	
2018	Thomas	4UZABRFC9JCJU8311	18	
2020	Thomas	4UZABRFC4LCLZ4444	19	
2015	Thomas C2	4UZABRDT2FCGK2080	20	
2021	Thomas	4UZABRFB0MCMM7357	21	
2015	Thomas C2	4UZABRDT9FCGP2183	22	
2017	Thomas SH Bus	4UZABRDT4HCHL0087	23	
2017	Thomas SH Bus	4UZABRDT6HCHL0088	24	
2017	Thomas SH Bus	4UZABRDT8HCHL0089	25	
2015	Thomas C2	4UZABRDT0FCGP2184	26	
2015	Thomas C2	4UZABRDT2FCGP2185	27	
2015	Thomas C2	4UZABRDT4FCGP2186	28	
2022	Thomas	4UZABRFBXNCMY4546	29	
2017	Thomas SH Bus	4UZABRDT4HCHL0090	30	
2017	Thomas SH Bus	4UZABRDT6HCHL0091	31	
2017	Thomas SH Bus	4UZABRDT8HCHL0092	32	
2021	Thomas	4UZABRFB2MCMM7358	33	
2017	Thomas SH Bus	4UZABRDTXHCHL0093	34	
2015	Thomas C2	4UZABRDTXFCGP2189	35	
2015	Thomas C2	4UZABRDT8FCGP2188	36	
2017	Thomas SH Bus	4UZABRDT1HCHL0094	37	
2014	Thomas	4UZABRDT3ECBZ8617	38	
2015	Thomas C2	4UZABRDT6FCGP2187	39	
2017	Thomas SH Bus	4UZABRDT3HCHL0095	40	

Year	Make	VIN	Vehicle #	Notes
2017	Thomas SH Bus	4UZABRDT5HCHL0096	41	
2020	Thomas	4UZABRFC3LCLY3662	42	
2009	Thomas Saf-T-Lin	4UZABRDJ89CAH4391	44	
2021	Thomas	4UZABRFB4MCM7359	45	
2014	Thomas C2	4UZABRDT6ECFR5531	46	
2014	Thomas C2	4UZABRDT8ECFR5532	47	
2008	Thomas	4UZABRDJ38CZ15078	48	
2016	Thomas SH Bus	4UZABRDT0GCGX9783	49	
2018	Thomas	4UZABRFC0JCJU8312	50	
2021	Thomas	4UZABRFB0MCM7360	51	
2007	Freightliner	4UZAAXCS17CX72471	52	
2014	Thomas C2	4UZABRDTXECFR5533	53	
2020	Thomas	4UZABRFC5LCLY1315	54	
2014	Thomas C2	4UZABRDT1ECFR5534	55	
2014	Thomas C2	4UZABRDT3ECFR5535	56	
2020	Thomas	4UZABRFC4LCLZ4445	57	
2020	Thomas	4UZABRFC7LCLY1316	58	
2014	Thomas C2	4UZABRDT5ECFR5536	59	
2017	Thomas	4UZABRFC7JCJW1025	61	
2022	Thomas	4UZABRFB3NCMY4551	62	
2018	Thomas	4UZABRFC2JCJU8313	65	
2022	Thomas	4UZABRFB5NCMY4552	66	
2022	Thomas	4UZABRFB1NCMY4547	67	
2020	Thomas	4UZABRFC4LCLZ4446	68	
2018	Thomas	4UZABRFC4JCJU8314	69	
2020	Thomas	4UZABRFC9LCLY1317	70	
2008	Thomas	4UZABRDJ38CZ15081	71	
2020	Thomas	4UZABRFC0LCLY1318	72	
2008	Thomas	4UZABRDJ58CZ15082	73	
2008	Thomas	4UZABRDJ78CZ15083	74	
2022	Thomas	4UZABRFB5NCMY4549	75	
2020	Thomas	4UZABRFC4LCLZ4447	76	
2013	Blue Bird Bus	1BAKFCPA9DF293739	77	
2009	Thomas Saf-T-Lin	4UZABRDJX9CAH4392	79	
2009	Thomas Saf-T-Lin	4UZABRDJ19CAH4393	80	
2011	Thomas	4UZABRDJ1BCAW1606	84	
2011	Thomas	4UZABRDJ3BCAW1607	85	
2018	International	4DRBUC8N2JB520829	86	
2022	Thomas	4UZABRFB3NCMY4548	87	
2022	Thomas	4UZABRFB7NCMY4553	88	



Year	Make	VIN	Vehicle #	Notes
2022	Thomas	4UZABRFB5NCMZ2327	89	
2022	Thomas	4UZABRFB9NCMZ2329	90	
2022	Thomas	4UZABRFB7NCMZ2328	91	
2021	Thomas	4UZABRFB0MCMM7343	92	
2007	Freightliner	4UZAAXCS27CX72477	93	
2022	Thomas	4UZABRFB1NCNK7834	94	
2009	Thomas Saf-T-Lin	4UZABRDJ39CAH4394	96	
2014	Thomas	4UZABPDT8ECFG0876	98	
2014	Thomas C2	4UZABRDT7ECFR5537	99	
2014	Thomas C2	4UZABRDT9ECFR5538	100	
2014	Thomas C2	4UZABRDT0ECFR5539	101	
2015	Thomas C2	4UZABRDT6FCGP2190	102	
2014	Thomas C2	4UZABRDT2ECFT2992	103	
2014	Thomas	4UZABRDT5ECBZ8618	104	
2014	Thomas	4UZABPDTXECFG0877	105	
2014	Thomas	4UZABPDT5ECFH2306	106	
2014	Thomas	4UZABPDT1ECFG0878	107	
2020	Thomas	4UZABRFC4LCLZ4448	108	
2017	Thomas	4UZABPDT9HCHM7021	109	
2018	Thomas	4UZABRFC6JCU8315	110	
2018	Thomas	4UZABRFC9JCJW1026	111	
2018	Thomas	4UZABRFC0JCJW1027	112	
2018	Thomas	4UZABRFC2JCJW1028	113	
2019	International	4DRBUC8N5KB710268	114	
2019	International	4DRBUC8N7KB710269	115	
2019	International	4DRBUC8N1KB710316	200	
2017	International	4DRBUC8N1HB283714	201	
2021	Thomas	4UZABRFB6MCMM8223	202	
2021	Thomas	4UZABRFB8MCMM8224	203	
2016	Thomas	4UZABRFC2JCJW3507	AV01	Activity Bus
2014	Thomas C2	4UZABRDT7ECFS5505	AV02	Activity Bus
2017	Thomas	4UZABRFC2JCJW3508	AV03	Activity Bus
2020	Thomas	4UZABRFC4LCLZ4422	AV04	Activity Bus
2015	Thomas C2	4UZABRDT3GCGN8930	AV07	Activity Bus
2022	Thomas	4UZABRFB6NCNL6304	AV08	Activity Bus
2022	Thomas	1GB3GRB71M1190015	AV09	Minibus
2022	Thomas	1GB3GRB72M1189648	AV10	Minibus
2021	Chevrolet Van - T	1GB3GRB75M1192396	AV11	Minibus
2021	Chevrolet Van - T	1GB3GRB70M1192449	AV12	Minibus
2013	Dodge Caravan	2C4RDGBG1DR629471	MV1	Minivan

<b>Year</b>	<b>Make</b>	<b>VIN</b>	<b>Vehicle #</b>	<b>Notes</b>
2013	Dodge Caravan	2C4RDGBG3DR629472	MV2	Minivan
2020	Dodge Caravan (F	2C7WDGBG4KR779464	MV4	Minivan
2021	Chrysler Voyager	2C4RC1AG0MR510263	MV5	Minivan
2021	Braun Van	2C4RC1AG0MR55102	MV6	Minivan
2021	Braun Van	2C4RC1AG1MR550089	MV7	Minivan