

REQUEST FOR QUALIFICATIONS (RFQ)

260-05082025-861322

Transportation Consultant – Fostering Diverse Schools Planning Grant Winston-Salem/Forsyth County Schools (WS/FCS)

Introduction

Winston-Salem/Forsyth County Schools (WS/FCS) invites qualified transportation consultants to submit a statement of qualifications to support the Fostering Diverse Schools planning grant. The selected consultant will provide a comprehensive analysis of the transportation impact and cost projections related to proposed residential school boundary changes.

Project Overview

Winston-Salem/Forsyth County Schools (WS/FCS) is undertaking a planning initiative to comprehensively update residential school boundaries across the district. While school boundaries have been adjusted periodically when new schools were added, a districtwide review and realignment has not been conducted in over 30 years. This planning effort aims to increase transportation efficiencies and promote greater socioeconomic diversity across all schools.

As part of this process, WS/FCS is seeking a transportation consultant to analyze the feasibility, cost, and operational efficiency of implementing the newly proposed boundary maps. The consultant's insight will help inform district leadership, stakeholders, and the Board of Education as final proposals are developed and shared during Summer 2025.

Background

The district has developed proposed maps for residential school boundaries. These maps are being shared with the community for feedback throughout Spring 2025. The finalized versions will serve as the basis for recommendations presented to the WS/FCS Board of Education.

Transportation efficiency is a critical element in the design of these new zones. The WS/FCS Transportation Department works diligently to meet the many competing needs of the district, including magnet programs, zone choice, and specialized transportation. Given the complexity of the district's current operations and the scope of this project, the district is seeking external expertise to conduct a comprehensive analysis of the proposed boundary changes and identify opportunities to further improve transportation efficiency.

The selected consultant will:

- Analyze transportation impacts based on proposed maps,
- Identify potential adjustments to increase efficiency,
- Provide cost projections for implementation,
- And prepare a final summary report with visualizations and recommendations.

Scope of Work (SOW)

Consultant Responsibilities The selected consultant will be expected to:

Review and Analyze Proposed Boundary Maps

- Evaluate proposed attendance zone changes.
- Identify student transportation impacts, including:
 - Route shifts
 - Average ride times
 - Capacity issues
 - Equity implications
- Suggest improvements to attendance zones that could increase transportation efficiency.

Assess Transportation Scenarios

- Model multiple transportation routing scenarios using industry-standard tools.
- Evaluate the effects on cost and operational efficiency.
- Consider walk zones, special populations, school bell times, and geographic constraints.

Provide Cost Projections

- Develop implementation cost estimates, including:
 - Bus fleet modifications (additions/reductions)
 - Staffing impacts (drivers, aides, etc.)
 - Fuel, maintenance, and operational changes
 - Routing software needs (if applicable)
 - Other associated transportation costs

Prepare Final Report and Presentation

- Compile a comprehensive written report detailing:
 - Analysis findings
 - Transportation models
 - Cost estimates
 - Recommendations with visuals (maps, charts, etc.)
- Present findings to district leadership and potentially to the Board of Education.

Attend Key Meetings

- Participate in weekly check-in meetings (virtual or in-person) with the project team.
- Attend at least one public or stakeholder feedback session, if required.
- Present findings at one or more Winston-Salem/Forsyth County Schools Board of Education meetings, as scheduled by the district, to support final recommendations.

Required Experience

Respondents must demonstrate:

- Experience working with public school districts, specifically on projects involving:
 - Residential boundary planning
 - Transportation logistics
 - School zoning analysis
- Expertise in student transportation operations and efficiency modeling.
- Proficiency with transportation modeling software and cost analysis tools.
- Ability to translate complex data into accessible presentations for both technical and community audiences.
- Proficiency in **TIMS (Transportation Information Management System)** or similar tools used for transportation mapping and scenario evaluation.
- Expertise in North Carolina Department of Public Instruction (DPI) regarding the state's transportation efficiency rating.

Deliverables

- Transportation impact analysis based on proposed maps.
- Summary report and presentation slides for district use.
- Visuals including routing scenarios and GIS-based maps if applicable.

Timeline

Milestone	Date
RFQ Released	May 8, 2025
Responses Due	June 23, 2025, by 2 pm EST
Submit Written Questions	May 22, 2025, by 2 pm EST
Response to Questions Posted	May 28, 2025, by 2 pm EST
Consultant Selected	By July 10, 2025
Project Start	July 2025
Draft Findings Due	August 2025
Final Report & Presentation	September 2025

Timeline provided above is proposed and subject to change based on project and district needs.

BID QUESTIONS

Upon review of the RFQ documents, vendors may have questions to clarify or interpret the RFQ to submit. To accommodate the RFQ questions process, vendors shall submit any such questions by **Thursday, May 22, 2025, at 2:00 PM**

EST. Answers to all submitted questions will be compiled and posted publicly on or before May 28, 2025, by 2:00 PM EST.

Instructions: Written questions shall be emailed to John Mann, Jr. jwmann@wsfcs.k12.nc.us by the date and time specified above. Vendors will enter “**RFQ 260-05082025-861322 – Questions**” as the subject for the email. Question submittals will include a reference to the applicable RFQ section and be submitted in a format shown below:

Proposal Submission Requirements

Interested firms must submit the following:

I. Summary of Experience (Transportation Expertise)

- Provide a summary of the firm's experience specific to school transportation planning, boundary analysis, and transportation modeling projects.
- Include qualifications and relevant experience of key personnel assigned to this project.

II. Proposed Methodology and Approach (Methodology & Analysis)

- Provide a detailed description of the methodology for analyzing the proposed boundary maps.
- Explain the modeling of transportation routes, the approach to projecting transportation costs, identification of potential efficiencies, and any innovations that will be applied.
- Include tools, software models, or resources to be used.
- Provide a project timeline outlining major tasks, milestones, and estimated completion dates.

III. References and Supporting Documentation

- Provide at least three (3) verifiable references from previous school district or public sector transportation projects.
- Each reference must include:
 - Reference's Name/Contact Person
 - Address, City, State, and Zip
 - Contact Person's Phone Number

- Contact Person's Email Address
- Brief Project Scope
- Time Frame
- Include resumes of key personnel and at least one sample of prior relevant work (e.g., report summary, transportation study, or boundary analysis).

Submission Instructions

- Please submit all materials via email (PDF format preferred) to:
- Submission Deadline: **June 23, 2025, at 2:00 PM (EST)**
- Late or incomplete submissions will not be considered.

Evaluation and Scoring Criteria

All submitted Statements of Qualifications will be evaluated based on the criteria outlined below. WS/FCS will assess each submission for demonstrated experience, proposed methodology, and relevant references. Each criterion will be scored based on the strength of the evidence provided, and weighted according to its relative importance to the project.

Request for Proposal Elements	Score (0-3)	Weight	Max Points	Details
I. Summary of Experience (Transportation Expertise)	0 = No or Insufficient Evidence 1 = Limited Evidence 2 = Adequate Evidence 3 = Strong Evidence	2	6	Summary of firm's experience specific to school transportation planning, boundary analysis, and modeling projects. Includes qualifications of key personnel.
II. Proposal Response to Scope of Work (Methodology & Analysis)	0 = No or Insufficient Evidence 1 = Limited Evidence 2 = Adequate Evidence 3 = Strong Evidence	3	9	Methodology for analyzing proposed boundary maps, modeling transportation routes, identifying efficiencies, timeline, and innovations.

III. References and Supporting Documentation	0 = No or Insufficient Evidence 1 = Limited Evidence 2 = Adequate Evidence 3 = Strong Evidence	1	3	Three (3) verifiable references from school district or public sector transportation projects, and inclusion of key staff resumes and example reports. Each reference provided shall include: Reference's Name/Contact Person , Address, City, State, and Zip , Contact Person, Phone Number, Contact Person Email Address, Brief Project Scope, Time Frame
IV.. Local Presence and Accessibility	0 = No or Insufficient Evidence 1 = Limited Evidence 2 = Adequate Evidence 3 = Strong Evidence	1	3	Consultant demonstrates local presence or ability to readily support WS/FCS through in-person availability if needed.
Total Maximum Points = 21				