

WESTPORT PUBLIC SCHOOLS CONNECTICUT



A handwritten signature or set of initials in black ink, located to the right of the Westport Public Schools logo.

**REQUEST FOR PROPOSALS
FOR**

BUILDING ENVELOPE STUDY AND EVALUATIONS

**AT
KINGS HIGHWAY ELEMENTARY SCHOOL
SAUGATUCK ELEMENTARY SCHOOL
GREENS FARM ELEMENTARY SCHOOL
BEDFORD MIDDLE SCHOOL
STAPLES HIGH SCHOOL**

WESTPORT, CT 06880

#23-016-RFP

Issued for Bid: March 17, 2023

REQUEST FOR PROPOSALS

FOR:

BUILDING ENVELOPE STUDY AND EVALUATIONS

RFP # 23-016

The deadline for submission of proposals is **Friday, April 14, 2023 at 11:00 a.m. EST**. Submit one (1) sealed paper copy and one (1) electronic copy (on flash drive or CD-ROM) of the proposal to:

Elio Longo
Chief Financial Officer
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

LATE OR INCOMPLETE BIDS WILL NOT BE ACCEPTED

Mark in left hand corner of envelope:

RFP: **#23-016 RFP**

Due: **April 14, 2023 at 11:00 a.m. EST**

Submitted by: _____

The designated contact for this RFP is listed below. All questions regarding this RFP must be submitted in writing to the designated contact within the timeframes set forth in the RFP Schedule. Copies of questions and responses will be issued to all respondents as an Addendum to this RFP as set forth in the RFP Schedule.

Designated contact: Theodore Hunyadi, Director of Facilities, (thunyadi@westportps.org)

I. RESERVATION OF RIGHTS:

- A. The Town of Westport reserves the right to qualify multiple respondents.
- B. The Town of Westport reserves the right to reject any and all proposals submitted in response to this Request for Proposals (“RFP”).
- C. The Town of Westport reserves the right to terminate this RFP process at any time.
- D. The Town of Westport reserves the right to waive any non-conformity with the requirements of this RFP.
- E. The Town of Westport reserves the right to seek clarification from a respondent at any time throughout the RFP process for the purpose of resolving ambiguities or questioning information presented in the proposal.
- F. The Town of Westport reserves the right to apportion the award among one or more respondents.

II. RFP SCHEDULE:

RFP Issued:	Friday, March 17, 2023
Site Review of the Five Schools:	Friday, March 24, 2023 at 11:00 a.m., starting at Saugatuck Elementary School
Deadline for Questions:	Friday, March 31, 2023 at 2:00 p.m.
Answers Issued By Addendum:	Wednesday, April 5, 2023
Proposals Due:	Friday, April 14, 2023 at 11:00 a.m. EST

III. INTRODUCTION

- A. The Town of Westport is seeking service proposals from consultants who are expertly qualified in the performance of surveying and analyzing the condition and integrity of a building’s exterior envelope (inclusive of roofs and all exterior walls).
- B. The purpose of these services is to investigate and assess the current condition of the building envelope performance issues at five existing school facilities within the district as listed here:
 - Kings Highway Elementary School
 - Saugatuck Elementary School
 - Greens Farms Elementary School
 - Bedford Middle School
 - Staples High School

IV. SCOPE OF BASIC SERVICES

- A. The following integrated building systems shall be reviewed at each of these facilities;
 - Exterior windows and doors and all materials and components forming a part of these systems including, but not limited to, windows, doors, louvers, vents, grilles and their connections to existing construction.
 - Exterior enclosure construction, including exterior opaque walls, windows, and

doors including sheathing, framing, insulation, and interior finish materials attached to the exterior wall.

- Roofing systems and all materials and components forming a part of these systems including parapets and roof openings (ie, skylights, pipe chases, drains, ducts, penetrations, etc.) Thermal imaging testing is recommended to assess the current conditions of the existing roofing systems and can also be used for assessment of the wall systems at each facility.

B. Visible condition observations of these facilities include but are not necessarily limited to:

1. Masonry and/or precast concrete façade components
2. Assessment of caulking and sealants at all building joints
3. Failed gaskets around operable and/or fixed windows
4. Review and assessment of all existing window and door units
5. Review of below grade or basement entry areas for potential water intrusion
6. Review of insulated panel system (Bedford Middle School)
7. Cracked and displaced brick masonry and deteriorated mortar joints
8. Chipped and spalled stonework
9. Ponding water, aged flashing, and areas of apparent saturated roofing at existing built up roofing.

- This study shall assess, document, and map the current condition of these four building envelopes including the facades (and any existing courtyards), windows, and roofs, and shall provide recommendations on corrective work. The visual inspection of the building envelope components are to occur from grade and from readily accessible locations to identify any obvious defects and damage (e.g., deterioration of building surfaces, evidence of water infiltration, failed sealant and/or expansion joints, etc.). The hours of inspection work and activities are to be coordinated with the district and approved by the Director of Facilities. The use of drones for the investigative work is possible as well, upon approval from the district and Director of Facilities to ensure coordination and timing of their use. These recommendations shall include multiple corrective options for the above-mentioned observations and any others recognized as a result of this study. These recommendations shall be accompanied by an estimate of probable construction cost and analysis of associated potential energy savings as applicable.

The Consultant shall perform a thorough review of the available original construction drawings and other documentation as necessary to gain a thorough understanding of the school building envelope dynamics. Access to available original construction documents shall be coordinated with the Facilities Director.

V. PROPOSAL REQUIREMENTS

In order to be considered, proposals submitted in response to this RFP shall include the following information, which shall be presented in the below established format:

- A narrative introduction to your firm's expertise in providing consultant services in building envelope study services.

- An in depth narrative of your firm's applicable experience on relevant projects including detail on: a) physical project size, b) value of the resulting construction and/or renovation work, c) the identification of any involved sub-consultants and/or joint-venture partners, particularly those that were/are certified Minority ("MBE") or Woman Owned Business Enterprises ("WBE"), d) contact information for at least one Owner Representative per project, e) where applicable, the energy savings analysis of recommended infrastructure improvements, and f) a description of related study experience with a school district project owner.
- Current resumes of all personnel that will be assigned to this study if your firm is selected to provide these consulting services. In addition, explain what role will be played by each member of your proposed team on this study.
- Respondent's proposed organizational chart for these building envelope studies, identifying the specific roles of each team members.
- Disclose whether any shareholder, director, officer or employee is currently employed by the Town of Westport or was an employee of the Town of Westport during the two (2) year period preceding the date of the proposal.
- The following criteria, not listed in priority order, shall be considered in evaluating and selecting the proposing firms based upon qualifications and written proposal submissions:
 1. Quality of proposal
 2. Experience of firm with similar projects
 3. Success of completed projects
 4. Experience of proposed inspection team and any consultants
 5. Comprehensiveness of services
 6. Project approach and organization
 7. Fee for services

VI. COMPENSATION

- Compensation for the proposed services shall be based on a combination of a lump sum fee for the defined "Basic Services" and forecasted costs associated with the defined "Reimbursable Services & Expenses".
- Compensation for travel time incurred, whether associated with the provision of Basic or Reimbursable Services shall **NOT** be considered.
- Reimbursable expenses shall be billed at cost with no markup.
- Any desired additional services beyond the defined scope shall be mutually agreed to in writing and shall be based upon mutually agreed to hourly rates.

VII. SCHOOL FACILITIES

A. **Kings Highway Elementary School**

Location: 125 Post Road West
Square footage: 74,562 SF
Construction: Built in 1926, with additions in 1966, and 1994
Façades: Brick and stone veneer
Roof System: Gabled Roofs-asphalt shingles
Flat Roofs-EPDM

B. **Saugatuck Elementary School**

Location: 170 Riverside Avenue
Square footage: 91,236 SF
Construction: Built in 1936, with additions in 1948 and 1966 and renovations in 2002
Façades: Combination of brick, stone and wood accents/trim, and stucco panels
Roof System: Gabled Roofs-synthetic slate shingles
Flat Roofs-EPDM; 2-layer SBS roof system
Note that the existing flat roof areas were replaced in 2022

C. **Greens Farms Elementary School**

Location: 17 Morningside Drive South
Square footage: 97,746 SF
Construction: Built in 1925, with additions in 1950 and 1997
Facades: Brick and stone veneer
Roof System: Gables Roof-asphalt shingles
Flat Roofs-EPDM

D. **Bedford Middle School**

Location: 88 North Avenue
Square footage: 187,500 SF
Construction: Built in 2001
Facades: Split face CMU and Metal panel siding
Roof System: Flat Roofs-EPDM

E. **Staples High School**

Location: 125 Post Road West
Square footage: 461,382 SF
Construction: Built in 1957, with renovations/additions in 1973, 1979, 1994, and 2006
Facades: Brick veneer, precast concrete and corrugated metal panels
Roof System: Flat Roofs-EPDM
Note that the majority of the existing roof is to be replaced in summer of 2023

The selected firm shall coordinate with the Director of Facilities and the maintenance staff at the respective schools to review and confirm any known conditions of concern in advance of the inspection work being performed at each facility. It is already understood that the following items of concern are specific to these individual schools and are to be addressed during this scope of work:

Bedford Middle School:

1. It has been determined, per a field study performed by Offshore Construction Inc. in November of 2022, that portions of the existing EPDM roofing system have experienced a more advanced stage of deterioration along the lower, previously patched, roof area. A detailed thermal imaging scan is to be performed on the flat roof areas to obtain a better understanding of the existing conditions and what, if any, impact there is presently to the roofing system.
2. Based on an existing water intrusion issue at the second floor of the North elevation facing the courtyard, a further investigation was performed which revealed that there is a lack of an air vapor barrier beneath these metal panels. A more inclusive review of this exterior wall panel construction is to be performed at other locations on the building facades in order to determine the extent of this issue and to establish the necessary corrective measures.

Additionally, a preliminary investigative study was performed by Colliers Project Leaders and a report was submitted to the Town of Westport in November of 2022 for consideration with their Capital Improvements Plan for the coming fiscal years. This report focused on retro-commissioning of the HVAC systems within the following four schools:

- Kings Highway Elementary School
- Saugatuck Elementary School
- Greens Farms Elementary School, and
- Bedford Middle School

These findings are intended to work in conjunction with the findings from this building envelope study in order to provide the district with a detailed list of potential capital improvement projects.

Add Alternates

Please provide pricing for the following two Add Alternates:

1. Please provide the costs to perform thermal imaging testing on the building envelopes associated with each school based on your observations and recommendations of existing conditions.
2. Please provide the costs for performing minimal destructive testing on the building envelopes associated with each school based on your observations and recommendations of existing conditions. The matrix on the following page can be considered for these activities:

Testing Matrix				Requirements					Notes			
No.	Location	Test Type	Testing Standard	Acceptance Criteria	Number of Tests	Baseline	Verification		Design BOD	Construction Verification	ASTM E2813 (Min # of Tests)	Notes
							Measurement and Verification	Calculations & Analysis				
1	Enclosure Airtightness (All Six Sides of the Building)	Fan Pressurization or Orifice Blower Door	ASTM E779/E1827 Determine Air Leakage Rate by Fan Pressurization or Orifice	ASTM E2813	Per ASTM E2813	2 L/s/m ² (0.40 cfm/ft ²) @ 75 Pa (0.3" wc)	ASTM E779 ASTM E1827 ASTM E1186 ASTM D4541	No	Provide enclosure airtightness performance requirement and measures designed to provide air barrier.	witness Blower Door Test outlined in ASTM E1827-11. Conduct testing before air barrier is concealed by completed construction.	Required (1x)	
2	Exterior Windows, Doors and Curtainwall	Dynamic Water Penetration	AAMA 501.1	ASTM E2813	Per ASTM E2813	CW30 @ 15% DP	ASTM E331 ASTM E1105 AAMA 501.1 AAMA E2168 AAMA 501.2	ASCE 7-10 AAMA 101-08	Describe fenestration water penetration resistance level utilized in the design.	witness Performance Test outlined in ASTM E331-09, E1105-08 as applicable	(1x) per Exposure; Recommended (4x) per building.	
3	Roofing	Membrane System	ASTM C1153 Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging	ASTM E2813	Per ASTM E2813	1. Do not use roof surface for Storm Water Retention or allow Water to otherwise pond or remain 2. Highly resistant to physical damage 3. Designs that prohibit entrapment of Water	MRCA Manual - current edition AAMA 501.2 ASTM C1153 ASTM D4787 ASTM D5957	Yes	Describe roofing and horizontal waterproofing membrane water penetration resistance construction.	CxA to verify installation and witness integrity testing. Refer to MRCA Manual Guideline: 'Quality Assurance and Water Test.'	Recommended (1x)	