

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**STAPLES HIGH SCHOOL
FIELD HOUSE FLOORING REPLACEMENT DESIGN**

WESTPORT, CT 06880

#24-006-RFP

Issued for Bid: November 1, 2023

REQUEST FOR PROPOSALS

FOR:

STAPLES HIGH SCHOOL

FIELD HOUSE FLOORING REPLACEMENT DESIGN

RFP # 24-006

The deadline for submission of proposals is Wednesday, November 22, 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: **#24-006 RFP**

Due: **November 22, 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:	Wednesday, November 1, 2023
Site Review of the Field House- Mandatory : (Meet at the front of school-Door #1 at Main Lobby)	Tuesday, November 14, 2023 at 3:30 p.m.
Deadline for Questions:	Friday, November 17, 2023 at 1:00 p.m.
Answers Issued By Addendum:	Monday, November 20, 2023 by 2:00 p.m.
Proposals Due:	Wednesday, November 22, 2023 at 11:00 a.m.

III. INTRODUCTION

- A. The Town of Westport is looking to replace the existing rubber flooring system located within the Field House at the Staples High School facility with a new synthetic floor system.
- B. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- C. The Town of Westport is seeking design proposals from architectural firms who are qualified in the provision of drawings and specifications for the abatement of the existing mercury containing rubber flooring system currently present within the Field House and the installation of a new synthetic athletic floor system.
- D. A mandatory site review meeting is scheduled for 3:30 p.m. (following student dismissal) on Tuesday, November 14, 2023. Meet at the front of the school and we will proceed as a group to the Field House location within the facility.
- E. The Town of Westport intends to schedule this scope of work beginning in the summer of 2024 (once school is dismissed-approximately June 14) and anticipates the scope of work to last approximately twenty weeks. Refer to the attached Project Schedule for anticipated dates.

IV. SCOPE OF BASIC SERVICES

A. The following services are required of the architect:

- Refer to the attached (draft) modified AIA B101-2017, Standard Form of Agreement Between Owner and Architect, which shall serve as the basis of the contract between the Owner and the Architect.
- The selected firm shall provide the necessary drawings for both the abatement of the existing flooring system as well as the installation of the new synthetic floor.
- The selected firm shall provide all associated specifications and bid package documentation required of the Environmental Consultant who will be overseeing the abatement of the existing mercury containing rubber flooring system.
- The selected firm shall provide all associated specifications and bid package documentation required of the Abatement and Demolition Contractor to remove the existing mercury containing rubber flooring system, inclusive of all necessary precautions and measures to the existing facility to ensure the public's safety.
- The existing firm shall provide all associated specifications and bid package documentation required of the Contractor to install the new synthetic athletic floor system. The district is currently considering installing a new Robbins Pulastic Classic 110 Polyurethane Floor System.
- The bid package documentation shall include all associated surface line markings for the new flooring system as determined and verified by the owner and its representatives. A thorough review and confirmation of the required markings shall be carried out with the appropriate parties, as designated by the district, during the design phase.
- Note that the district participates in the Tools for Schools program, which the new flooring system is to comply with.
- Note that the project will be subject to Prevailing Wage Rates.

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 experience and history in providing these design services for synthetic flooring systems.
- 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, and e) a description of related flooring project experience with a school district project owner.
- Current resumes of all personnel that will be assigned to this project if your firm is selected to provide these design 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 this design proposal, 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. 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.