WESTPORT PUBLIC SCHOOLS CONNECTICUT



REQUEST FOR PROPOSALS FOR

SEPTIC SYSTEM EVALUATION

AT

COLEYTOWN ELEMENTARY SCHOOL AND COLEYTOWN MIDDLE SCHOOL

WESTPORT, CT 06880

RFP #24-009

Issued for Bid: January 25, 2024

REQUEST FOR PROPOSALS

FOR:

SEPTIC SYSTEM EVALUATION at COLEYTOWN ELEMENTARY SCHOOL and COLEYTOWN MIDDLE SCHOOL

RFP # 24-009

The deadline for submission of proposals is **Thursday**, **February 29**, **2024 at 11:00 a.m. EST.** Submit one (1) sealed paper copy and one (1) electronic copy (on flash drive) 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

wark in left hand corner of envelope:	
RFP:	#24-009
	Thursday, February 29, 2024 by 11:00 a.m. E.S.T.
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: Thursday, January 25, 2024

Virtual Pre-Proposal Meeting (non-mandatory): Tuesday, February 13, 2024 @ 9:00 a.m.

Link Below

https://teams.microsoft.com/l/meetup-

join/19%3ameeting_NDkzOTRmZTgtNWMwYS00MGRjLTk1MzMtYmNmZWNkNzc5NzEy%40thread.v2/0?context=%7b%22Tid%22%3a%22e36e2432-b327-457a-bb91-

2c778cfcb631%22%2c%22Oid%22%3a%2217de40ae-677c-406d-a426-b3c9ba868a3e%22%7d

Deadline for Questions:

Answers Issued By Addendum:

Proposals Due:

Thursday, February 22, 2024

Friday, February 23, 2024

Thursday, February 29, 2024

Expected Award Date:

Thursday, March 7, 2024

III. INTRODUCTION

A. The Town of Westport is seeking qualifications and proposals from licensed environmental or civil engineering firms in the State of Connecticut to perform an analysis of the existing Coleytown Elementary School site to determine the maximum design flow rate that the site can accommodate utilizing current state regulations for underground septic systems. Such regulations include those governed by the Department of Public Health and Department of Energy & Environmental Protection as well as the Aspetuck Health District.

The purpose of the analysis is to assist Westport Public Schools collect data necessary to determine the maximum size school the site can accommodate. Under the assumption that the design flow rate will be under the current maximum 7,500 gallon per day flow rate (C.G.S. §22a-430(g)), the district will assume a Design Flow of 9 gallons per day (GPD) (see Table 4 of the Connecticut Public Health Code – On-site Sewage Disposal Regulations and Technical Standards for Subsurface Sewage Disposal Systems, effective January 2023) to calculate the number of students that the site may accommodate. The district will utilize the 9 GPD for

junior/middle schools versus the 8 GPD for kindergarten/elementary schools as the Coleytown Middle School is located on the same parcel as well. The calculated maximum enrollment will then be utilized in the State of Connecticut Office of Grants Administration's space standard calculation to determine the approximate size the school may be.

The district recognizes that every site and facility is unique and that under a comprehensive design effort the sizing and location of the school as well as the sizing and location of an underground septic system would be an integrated and iterative process. Given that the subject analysis is not part of a comprehensive design process, the district is providing assumptions for proposers to utilize in their analysis. The district understands and assumes that the results of this analysis are likely to change as a result of any future projects and will utilize such data as a guide when planning for future projects.

B. Provided assumptions:

- The future facility will be new and will generally be located where the existing structure currently is located.
- If a new facility is proposed, the *footprint* of the facility is assumed to be approximately 50,000 gross square feet. This assumes some portions of the building may be two stories in height. Note: Existing footprint is approximately 80,000 gsf.
- The new septic system will be located in rear portion of the site where the existing system is located.

IV. SCOPE OF BASIC SERVICES

- A. Consultant shall review all existing documentation provided in the RFP as well as review any additional documentation available by the Aspetuck Health Districts;
- B. Conduct a minimum of three deep test pits to evaluate the existing subsurface soils as well as determine average ground water elevation and ledge (if applicable);
- C. Provide falling head tests in each of the deep test pits to determine percolation rates;
- D. Prepare conceptual design that maximizes the leaching gallery capacity while taking into account percolation rates, ground water elevations, ledge, reserve area, and other regulatory requirements;
- E. Provide maximum daily flow based on conceptual design;
- F. Include any additional assumptions or clarifications to the conceptual design;
- G. Review available documentation of the Coleytown Middle School leaching field and site in combination with the Coleytown Elementary School and provide guidance regarding which agency (Aspetuck Health District, CT DPH, or CT DEEP) is likely to have jurisdiction over the permitting of the site;
- H. Advise on the maximum number of students the conceptual design can accommodate as well as the daily rate utilized for the calculation.

Note: The Consultant will not be required to calculate the maximum size of the school. The district will prepare these calculations utilizing the space standard calculation utilized by the Office of Grants Administration.

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 septic system design.

- 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.
- 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. Fee for services (See Exhibit A Fee Proposal Form)

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".
- Reimbursable expenses such as travel to and from the site, reproductions, etc. Meals will not be reimbursed.
- 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. QUESTIONS

All questions shall be submitted in writing to Mr. Ted Hunyadi, Director of Facilities, with a copy via email to Mr. Charles Warrington, Jr., P.E. Director of Project Management, <u>Charles.warrington@collierseng.com</u> by 4:00 p.m. on Thursday, February 22, 2024. Addenda will be prepared and posted to the district bidding website by 4:00 p.m. on Friday, February 23, 2024.

VIII. INSURANCE REQUIREMENTS

The successful respondent shall furnish a certificate of insurance to the Board for the following insurance coverage within ten (10) days from contract execution. The certificate of insurance shall contain the project description and name the Board as an additional insured. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for

bodily injury and property damage.

- 2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non-owned, and hired vehicles.
- 3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut.
- 4. Professional Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate.
- 5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

IX. OTHER

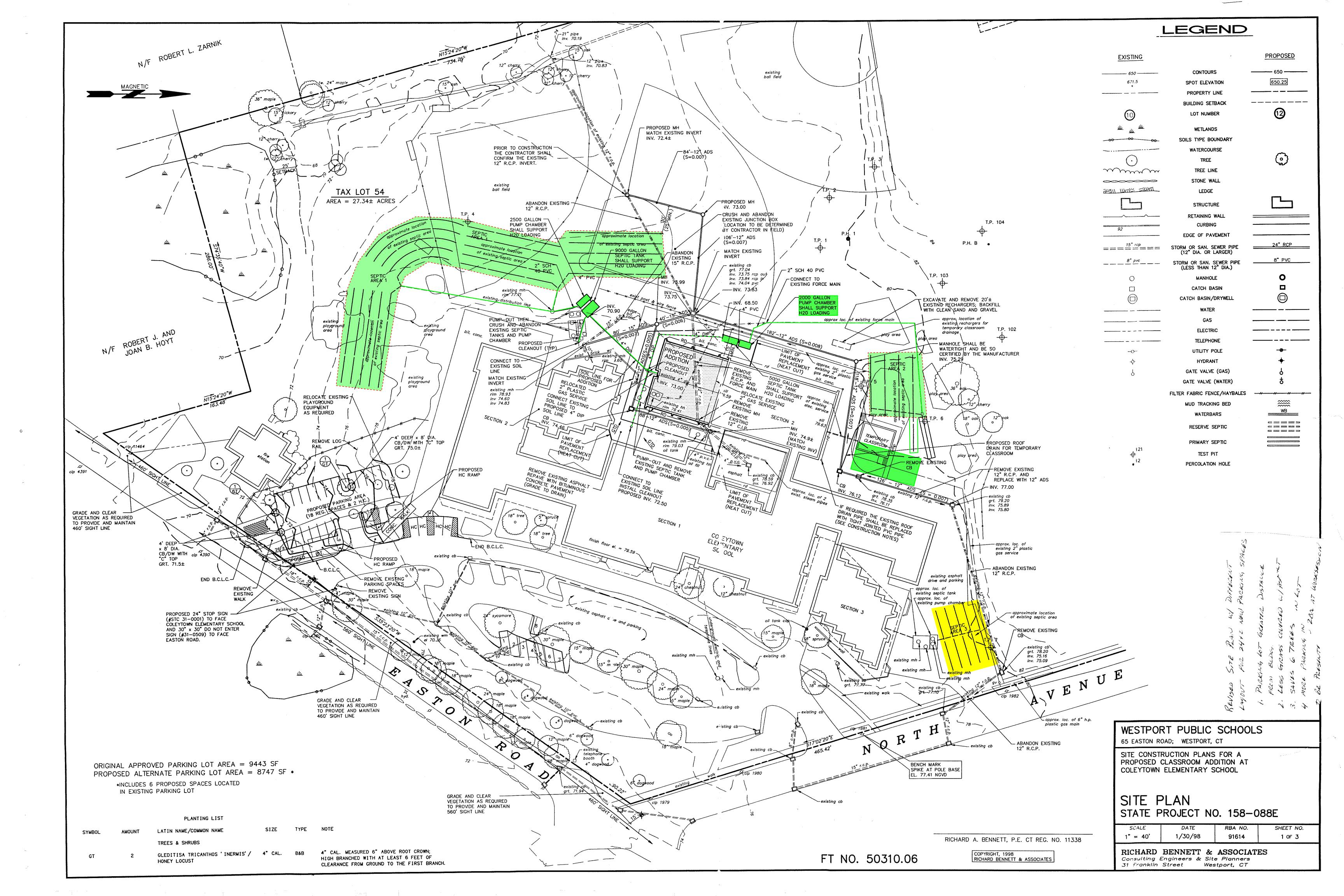
- A. The Board reserves the right to reject any and all proposals when it deems such action is in the best interests of the Board and also to select a respondent that the Board determines best meets its needs.
- B. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board and the respondent.
- C. The firm selected will be expected to execute the attached AIA B101 Contract and referenced AIA A201 Contract. Submitting firms shall provide any exceptions to the contract in writing with their proposal. Failure to do so will be considered full acceptance of the contract. Exceptions to the contract will also be considered in the evaluation of proposals.

X. EXHIBITS

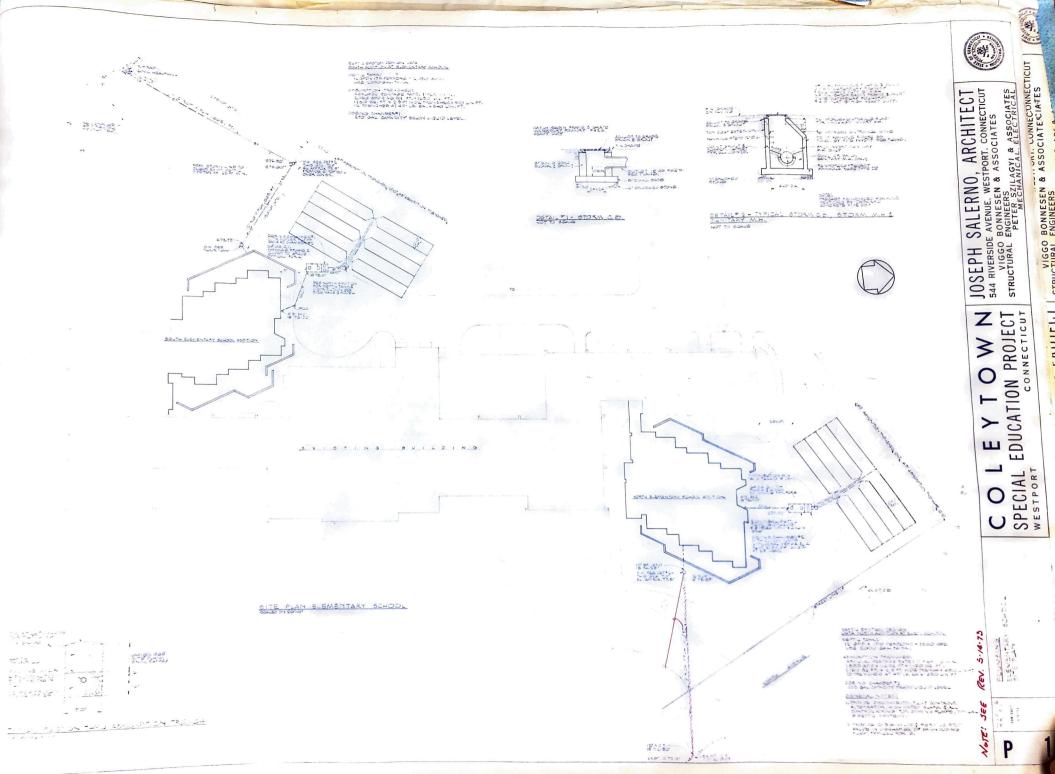
- A. Fee Proposal Form
- B. Site Plan of Coleytown Elementary School dated January 30, 1998 showing existing septic systems.
- C. Plan of Coleytown Middle School site plan, date unknown.
- D. CES Partial Septic System Plan
- E. CES and CMS Septic System Tank information

Westport Public Schools Septic System Evaluation @ Coleytown Elementary and Coleytown Middle School RFP #24-009

Scope of Work Review of Existing Documentation and procure any additional material at the	Fee
Aspetuck Health District	\$
Locate and perform three (3) deep test pits and witness (report included). Fees shall include cost for site contractor to excavate pits.	\$
Falling Head Tests (1 each test pit)	\$
Prepare conceptual design for specified facility	\$
Draft Report with recommended daily flow rates and maximum number of students	\$
Final Report with recommended daily flow rates and maximum number of students	\$
Virtual Meetings with District Personnel (4 - 90 minute meetings)	\$
Present findings to BOE Finance and Facilities Committee	\$
Present findings to BOE	\$
Total Fee	\$ -
Reimbursable Expenses Not Included in Fees:	
Print Name (Authorized Representative of Company)	Date
Signature (Authorized Representative of Company)	Date







LOCATIONS/CONTACTS/TANK SIZE

SCHOOL/ADDRESS

CONTACT PERSON/TELEPHONE NO.

Coleytown Middle School

255 North Avenue Westport, CT 06880 Ed Marini, Head Custodian

(203) 341-1616 or (203)-943-9442

Tank Size: Two (2) 9,000 Gallon

One (1) 2,000 Gallons

One (1) 1,000 Gallon Pump Chamber

Coleytown Elementary School

65 Easton Road Westport, CT 06880 Jason Byrd, Head Custodian

(203) 341-1708 or (203) 295-5098

Tank Size: One (1) 16,200 Gallons

One (1) 2,000 Gallon Pump Chamber

One (1) 2,500 Gallons

One (1) 500 Gallon Pump Chamber