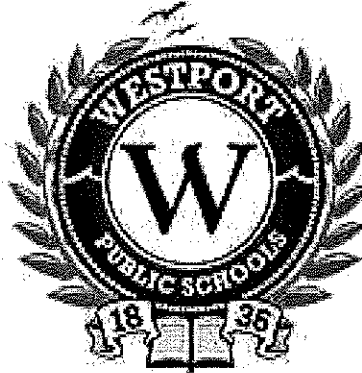


WESTPORT PUBLIC SCHOOLS



E.J.
3/21/24

**REQUEST FOR PROPOSALS
FOR**

**WESTPORT PUBLIC SCHOOLS
DISTRICT WIDE SECURITY ASSESSMENT**

For the following seven schools:

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

WESTPORT, CT 06880

#24-011-RFP

Issued for Bid: March 21, 2024

REQUEST FOR PROPOSALS

FOR:

WESTPORT PUBLIC SCHOOLS

DISTRICT WIDE SECURITY ASSESSMENT

RFP # 24-011

The deadline for submission of proposals is Friday, **April 26, 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

Mark in left hand corner of envelope:

RFP: **#24-011 RFP**

Due: **April 26, 2024 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:	Thursday, March 21, 2024
Site Review of the selected schools- Mandatory :	Tuesday, April 2, 2024 at 9:00 a.m. (Meeting will start at the front of Staples High School-Door #1 at Main Lobby)
Deadline for Questions:	Friday, April 12, 2024 at 1:00 p.m.
Answers Issued By Addendum:	Thursday, April 18, 2024 by 2:00 p.m.
Proposals Due:	Friday, April 26, 2024 at 11:00 a.m.

III. INTRODUCTION

- A. The Town of Westport is looking to have a firm perform a thorough review and analysis at seven of the district’s schools pertaining to their existing safety and security systems and assess what modifications, if any, are necessary or suggested to ensure that the district is current with the School Plan Standards and with respect to the School Security Infrastructure Council (SSIC).
- B. The objective of this work scope is to investigate and evaluate the current conditions of the existing school security systems at the following seven school facilities as listed here:
 - Staples High School
 - Bedford Middle School
 - Coleytown Middle School
 - Coleytown Elementary School
 - Kings Highway Elementary School
 - Saugatuck Elementary School
 - Greens Farms Elementary School
- C. The Town of Westport is seeking firms who are qualified in the provision of security assessment documentation and are familiar with the SSIC guidelines and requirements.

IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the architect and/or engineer:
- Assessment of the existing conditions for these seven schools with respect to access control, surveillance, and any other necessary safety improvements.
 - A thorough review of the secure accessibility aspects of each facility will be assessed and recommendations for improvement will be provided to the district for consideration.
 - Evaluations shall be in accordance with the State of Connecticut 'Division of Emergency Management and Homeland Security' guidelines and comply with the SSIC.
- B. The district has an existing Phase 2 assessment report from Kroll which can be shared with the selected designer for reference. This report will assist with the security assessments and provides some anticipated costs for previously recommended corrective action.

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 assessment services for other school districts.
- An in depth narrative of your firm's applicable experience on relevant projects including detail on: a) the project scope and 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 security assessment 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 services. In addition, explain what role will be played by each member of your proposed team for these services.
- Respondent's proposed organizational chart for this proposal, identifying the specific roles of each team member, as well as their associated hourly rate.
- 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.