

Westport Public Schools - District Wide Security Assessment – Addendum No. 1

Original Issue Date: 4/17/2024

Changes to Request for Proposal

1.	MODIFY	None
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1.	ADD	None
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1.	DELETE	None
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Proposal Questions

Question #1 Is there specific criteria for the scope of work regarding the components of security resources, i.e. guards/training, electronic systems, lighting, barriers, access controls, etc?

Response Yes, and these will be shared with the selected firm.

Question #2 It is our understanding that a previous risk assessment had been performed. Will the selected vendor be given access to those documents?

Response Yes, upon award of the design purchase order, this previous assessment will be shared with the selected firm.

Question #3 Approximately when will the bid be awarded and is there a timeline requirement for completion?

Response The intention is that the bid would be awarded by the end of June, following the required district approvals, and that anticipation is that the documentation would be completed by the end of November.

Question #4 Does the client require the vendors to be licensed architects/engineers or do they envision this work to be done by school safety/security professionals?

Response No, that's not required. The work can be done by school safety/security professionals.

Question #5 Does the Client require the vendor to be licensed for this type of work in the state of CT?

Response Yes.

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Question #6	How much of this work is focused on life safety systems/ADA compliance/HVAC – future building construction recommendations as opposed to a comprehensive school safety assessment that focuses on access control, visitor management, security cameras and other physical security technologies, to include review of training related to school safety and critical incident response, policies and plans associated with school safety and critical incident response?
Response	The work will follow a comprehensive school safety assessment.
Question #7	Can the client provide the specific framework from the SSIC or other governing documents that they are looking to use for the templates for this future work?
Response	Based on the SSIC, out of administrative services.
Question #8	Can the client provide the report from Kroll so we can review and have insight into this future work?
Response	This will be shared with the selected bidder.
Question #9	Will the client require architectural drawings with related costs associated for recommendations provided?
Response	No.
Question #10	Does the client desire an assessment of the following: Emergency Operations Plan, Behavioral Threat Assessment, review of the armed/unarmed security function, training/exercises currently being conducted within the district, cybersecurity function?
Response	No, not as part of this assessment.
Question #11	Has the district considered having any type of federally or nationally recognized security certification as a requirement to perform the work? For example, the Certified Security Consultant, Certified Protection Professional, and Physical Security Professional are all credentials awarded based upon experience and demonstration of passing a rigorous examination process and spelled out in some federal regulatory requirements.
Response	No, not as a requirement; however, the proposal can include any pertinent state or federal credentials and/or training that may be taken into consideration during the overall evaluation and selection process.

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Question #12 Is there a targeted date to complete the assessments (such as a CAPEX budget cycle, etc.)?

Response **Refer to the answer to question #3 and this will be addressed within the existing CAPEX budget cycle.**

Question #13 Have you determined who will review the proposals (i.e., school admins, members of the public, BOE, others?)

Response **The School Administrators and the Board of Education will review the proposals.**

Question #14 Is a Professional Engineer (PE) or Registered Architect (RA) expected to be part of the assessment process?

Response **No.**

Question #15 Is the price a lump sum price or T&M? The requirements in section VI seem to conflict by saying no markup or travel time, but also say lump sum.

Response **Travel time will be compensated, however no markup to those costs.**

Question #16 Does Westport Public Schools have an estimate on when the contract may be awarded and the estimated start date for work?

Response **Refer to answer to question #3.**

Question #17 Section V. of the RFP – is there a requirement to be an MBE or WBE or have a sub-consultant that is? If yes, what percentage of the evaluation will that impact?

Response **No, there is no requirement.**

Question #18 Would Westport Public Schools prefer a separate report for each school or a single report that covers all the schools? If the reports are shared with the school administration, it is typically ideal for each school to have a separate report.

Response **A single report covering all schools will be required.**

Question #19 With the response to questions being issued in an addendum on April 18th, would Westport Public Schools consider extending the due date of the proposal by a week to May 3rd?

Response **No, the deadline will not be extended.**

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Question #20

What are the insurance requirements for this scope of work?

Response

The successful respondent shall furnish a Certificate of Insurance (COI) to the Board for the following insurance coverage within (10) days from the contract execution:

- 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.**

The COI 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 COI shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Question #21

Please list the primary objectives of the assessment?

Response

Primary objective is to provide a district wide security assessment.

Question #22

Is the final product of the assessments a findings and recommendations report of physical security?

Response

Yes.

Question #23

Is the town expecting the consultant to provide cost estimates for recommendations?

Response

No, not as part of this scope.

Question #24

Is the Town expecting to have Schematic Design/Design Development drawings provided?

Response

No.

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Question #25 Is the Town expecting to have full Construction Documents as a result of this assessment?

Response **No.**

Question #26 Is the consultant expected to provide additional services other than the security assessment? If so, please elaborate.

Response **No.**

Question #27 Is a nighttime lighting assessment required as part of the requirements for the assessment? It was mentioned during the walkthrough but it was unclear what level of detail is needed regarding lighting.

Response **No.**

Question #28 It was mentioned that photos cannot be taken inside when students are occupying the building. Does this mean that the assessments can only take place during a school break, before or after school hours or during the summer?

Response **Yes. Below are the school hours for each school:**
1-Bedford Middle School: 8:30 am to 3:15 pm
2-Coleytown Middle School: 8:30 am to 3:15 pm
3-Staples High School: 8:00 am to 2:45 pm
4-Saugatuck Elementary: 8:30 am to 3:15 pm
5-Kings Highway Elementary: 9:00 am to 3:45 pm
6-Green's Farms Elementary: 9:00 am to 3:45 pm
7-Coleytown Elementary: 9:00 am to 3:45 pm

Question #29 Can the square footage of each building be provided?

Response **Yes. Below are the square footage numbers for each school:**
1-Bedford Middle School; 187,500 SQ FT
2-Coleytown Middle School; 128,582 SQ FT
3-Staples High School; 461,382 SQ FT
4-Saugatuck Elementary: 91,236 SQ FT
5-Kings Highway Elementary; 74,562 SQ FT
6-Green's Farms Elementary; 97,746 SQ FT
7-Coleytown Elementary; 72,594 SQ FT

Question #30 Are there any final assessment presentations required based on the report? If yes, is it just to the specific stakeholders, the point-of-contact, public, etc.?

Response **Yes, presentation to specific stakeholders only.**

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Question #31 Will the Town require a printed or digital report? Or both?

Response

Both.

Question #32 Has there been a budget set for this scope?

Response

Yes, a budget has been established for this scope.

Question #33 Is the Town expecting to have any interviews with key stakeholders that will be part of this assessment?

Response

Potentially, yes.

Question #34 Are there any specific background checks that the Town requires?

Response

No.

Question #35 Is there a sample contract that the Town can provide of what is expected or will the consultant need to provide a contract?

Response

The consultant will need to provide a contract.

Question #36 As part of the digitized drawings, does the Town have electrical drawings for the site and parking lots that can be provided to the winning vendor?

Response

Yes.

Question #37 Is there a grading rubric that can be provided as to what the Superintendent and 7 board members will be used to grade this RFP responses?

Response

No, there is no grading rubric.

Question #38 Are there any specific document layout requirements to vendor responses for this RFP?

Response

If we understand this question, there should be one comprehensive report for all 7 schools.

Question #39 Is the district requiring a comprehensive security assessment including both mechanical and security technology components of access points only, or to encompass entire buildings and site?

Response

To encompass the entire school buildings and site.

Question #40 Are internal doors part of the assessment, or external access openings only?
Is the existing door hardware in-use to be assessed and documented?

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Response

External access openings only, and Yes it is to be assessed and documented.

Question #41

How many exterior doors across the district require assessment?

Response

All doors associated with the 7 Schools reviewed.

Question #42

It is assumed based on the identified systems in the RFP section IV.A that evaluation of other systems i.e., public address, master clock, fire alarm, are not required systems to be assessed. Please confirm.

Response

Correct.

Question #43

Is the district future intent to operate with a fully integrated video surveillance, access control, and intrusion detection system?

Response

Yes.

Question #44

Is the intention of the assessment to capture any spaces not directly owned by the district but used by district to conduct learning i.e., ball field adjacent to Bedford Middle School?

Response

No.

Question #45

Please confirm that exterior lighting assessments are not required scope.

Response

No, they are not required.

Question #46

Is a fencing assessment required, site walk discussions identified access points from private homes into school property, this is an accessibility point, do they require assessment?

Response

No, a fencing assessment of any adjacent properties to the schools is not required.

Question #47

Are pick-up and drop-off zones part of the assessment?

Response

Yes.

Question #48

Is there an expectation that the assessment includes observation of typical daily operations of students, visitors, and staff utilizing security technology, or is the intent to evaluate the physical application only?

Response

Intent is to evaluate the physical application only.

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Attachments
1. Meeting Sign-in Sheets (Westport Facilities and Colliers documents)

MEETING SIGN-IN SHEET

Westport Public Schools

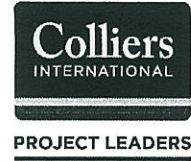
District Wide Security Assessment

Design Firm Pre-Bid Site Meeting

Tuesday, April 2, 2024

NAME	REPRESENTING	PHONE NO.	EMAIL ADDRESS
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MEETING SIGN-IN SHEET



Westport Public Schools

District Wide Security Assessment

Design Firm Pre-Bid Site Meeting

Tuesday, April 2, 2024

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**WESTPORT PUBLIC SCHOOLS
MANDATORY WALK-THRU SIGN IN**

**BID/RFP NO: 24-011-RFP Westport Public Schools Security Assessment
DATE: Tuesday, April 2, 2024, 9:00AM, Staples High School**

PLEASE PRINT LEGIBLY

PLEASE SUBMIT BUSINESS CARD

NAME	COMPANY/FIRM	E-MAIL	MOBILE/FAX#
BILL KORBELAK	ITS INTEGRATED TECHNICAL Sys	BKORBELAK @INTEGRATED -TEC.COM	203 214-6183
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NAME	COMPANY/FIRM	E-MAIL	MOBILE/FAX#
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