

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**LONG LOTS ELEMENTARY SCHOOL
SEALANT AND ENCLOSURE REPAIRS**

WESTPORT, CT 06880

#25-002-RFP

Issued for Bid: October 21, 2024

REQUEST FOR PROPOSALS

FOR:

LONG LOTS ELEMENTARY SCHOOL SEALANT AND ENCLOSURE REPAIRS

RFP # 25-002

The deadline for submission of proposals is **Thursday, November 21, 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: **#25-002 RFP**

Due: **November 21, 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:	Monday, October 21, 2024
Site Review of the -Long Lots School- Mandatory : (Meet at the front of school)	Tuesday, November 5, 2024 at 11:00 a.m.
Deadline for Questions:	Tuesday, November 12, 2024 at 1:00 p.m.
Answers Issued By Addendum:	Friday, November 15, 2024 by 3:00 p.m.
Proposals Due:	Thursday, November 21, 2024 at 11:00 a.m.

III. INTRODUCTION

- A. The Town of Westport is looking to enact a program of sealant and enclosure repairs at the Long Lots Elementary School .
- B. Long Lots Elementary School is located at 13 Hyde Lane in Westport, Connecticut.
- C. The Town of Westport is seeking design proposals from contractors who are qualified in the implementation of building enclosure repairs and sealant installation for a building such as Long Lots school.
- D. A mandatory site review meeting is scheduled for 11:00 a.m. (following student dismissal) on Tuesday, November 5, 2024. Meet at the front of the school and we will proceed as a group to review the scope of work.
- E. The Town of Westport intends for this work to commence immediately. All work must be performed and completed outside of normal school hours (school day ends at 3:45 PM), on weekends and/or during school breaks.

IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the contractor:
 - The selected firm shall provide the program of sealant repairs, including any enabling work and supporting work, required to complete the scope of work in the

bid documents. The bid documents are prepared by Wiss, Janney, Elstner Associates, Inc., dated August 21, 2024, and are included in this RFP.

- Note that the district participates in the Tools for Schools program.
- 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 building enclosure restoration and sealing repair 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 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 envelope sealing project experience with a school district project owner.
- Current resumes of all management and supervisory personnel that will be assigned to this project if your firm is selected to provide these services.
- 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.
- Enter bid pricing information on the bid form provided on Page 4 of the Bid Documents, prepared by Wiss, Janney, Elster Associates, Dated August 21, 2024, and return as part of your proposal. In addition to the categories listed, please list costs for general conditions and mobilization. Please confirm your total bid amount in writing as part of your proposal.
- Provide an estimated schedule for completion of the work.
- Provide a copy of your current insurance certificate, showing commercial liability, automotive liability, worker's compensation, umbrella coverage, and any other insurance. Attached is the standard insurance requirements for the Town of Westport.
- 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."
- 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 up rates and material costs.

Certificate of Liability Insurance Requirements

Workers Compensation:

Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.

Commercial General Liability Insurance:

Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the Westport Public Schools' as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

Commercial Automobile Insurance:

Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

Umbrella Liability Insurance:

Vendor shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.