

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**DISTRICT WIDE
INSTALLATION OF DUCTLESS SPLIT-SYSTEMS**

WESTPORT, CT 06880

#25-009-RFP

Issued for Bid: March 25, 2025

REQUEST FOR PROPOSALS

FOR:

DISTRICT WIDE INSTALLATION OF DUCTLESS SPLIT-SYSTEMS

RFP # 25-009

The deadline for submission of proposals is Friday, **April 18, 2025, at 2:00 p.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: **#25-009 RFP**

Due: **April 18, 2025, at 2:00 p.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:	Tuesday, March 25, 2025
Site Review - Mandatory :	Wednesday, April 2, 2025 at 3:15 p.m.
(Meet at the front of Staples High School-Door #1 at Main Lobby)	
Deadline for Questions:	Thursday, April 10, 2025 at 1:00 p.m.
Answers Issued By Addendum:	Monday, April 14, 2025 by 2:00 p.m.
Proposals Due:	Friday, April 18, 2025 at 2:00 p.m.

III. INTRODUCTION

- A. The Town of Westport is looking to have a design firm perform a thorough review and provide drawings and specifications to provide cooling for (15) IT/Data Rooms identified in various schools throughout the district.
- B. The Town of Westport is seeking design proposals from architectural and/or engineering firms who are qualified in the provision of drawings and specifications for the work referenced within this request for proposal.
- C. A mandatory site review meeting is scheduled for 3:15 p.m. (following student dismissal) on Wednesday, April 2, 2025. Meet at the front of the school and we will proceed as a group to the various locations.
- D. The Town of Westport presently intends to schedule this scope of work beginning in the fall of 2025 and anticipates the scope of work to last approximately eighteen weeks. Deliverables of drawing and specifications are to be completed by August 1, 2025.

IV. SCOPE OF BASIC SERVICES

A. The following services are required of the architect and/or engineer:

- The selected firm shall provide the necessary drawings and specifications to provide cooling to the following IDF/MDF rooms at various schools listed below

Staples High School:	
IDF 1	Located in electrical room across from wood shop
IDF 3	Room 450C in black box area
IDF 4	Room 413 located on rear of stage
IDF 8	Room 520 closet
Greens Farms Elementary School:	
MDF	Inside Media Center
IDF 1	Closet outside main office
Coleytown Elementary School:	
MDF	Located in principal's office closet
IDF 1	Next to Room 28. Is technically an electrical room
IDF 2	Closet by Room 33. Is technically an electrical room
IDF 3	Pre K wing closet
Saugatuck Elementary School:	
IDF 1	Room 123 inside Room 164
IDF 2	Room 157C inside Room 157B. Is an electrical room
IDF 3	Room 212B in café. Is an electrical room
IDF 4	Room 325 inside Room 327
Kings Highway Elementary School:	
IDF/MDF	Main Office Area

- The selected firm shall work with the district IT department to identify and calculate required cooling capacity and relocation of equipment to consolidate if possible.
- The selected firm shall provide all associated drawings, specifications and bid package documentation required of the contractor to perform the corrective work.
- Note that the project will be subject to Prevailing Wage Rates.

B. The following systems are to be incorporated into the design based on a prior review with the district:

- Split ductless, ducted or other cooling unit design
- Installation configurations, drawings and specifications
- Power and Control System
- Control Accessories

C. The submission shall include a price estimate to install the system at each individual location.

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 similar stage rigging and lighting replacement systems.
- 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 Auditorium 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 for these design services.
- 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 to and from the site, reimbursements, meals, etc., whether associated with the provision of Basic or Reimbursable Services, shall **NOT** be considered or 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. Ravi Chavan, Sr. Project Manager for Commissioning via email to ravi.chavan@collierseng.com with a copy to Mr. John Koplas, Sr. Project Manager via email to john.koplas@collierseng.com and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by 1:00 p.m. on Thursday, April 10, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Monday, April 14, 2025.

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

- 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.
- 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.
- 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

1. Fee Proposal Form
2. Macro Schedule

EXHIBIT 1 – Fee Proposal Form
 Westport Public Schools
 Installation of ductless split-systems @ Multiple Locations
 RFP # 25-009

Scope of Work	Fee
Review existing conditions, documentation and operations.	\$
Provide design selection for IDF/MDF room cooling at Staples High School	\$
Provide design selection for IDF/MDF room cooling at Greens Farms ES	\$
Provide design selection for IDF/MDF room cooling at Coleytown ES	\$
Provide design selection for IDF/MDF room cooling at Saugatuck ES	\$
Provide design selection for IDF/MDF room cooling at Kings Highway ES	\$
Provide price estimate for the installation.	\$
Provide bid documentation, bid support and participate in contractor walk through.	\$
Submit final report including tower design, specifications and construction documents.	\$
Participate in review meetings with District Personnel and their representatives.	\$
	\$
Total Fee	\$
Reimbursable Expenses Not Included in Fees:	\$
Print Name (Authorized Representative of Company)	Date

Signature (Authorized Representative of Company)	Date
--	------

