

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**STAPLES HIGH SCHOOL
Design & Replacement of Gas Fired Roof Top Units at Staples High School**

WESTPORT, CT 06880

#25-014-RFP

Issued for Bid: March 25, 2025

REQUEST FOR PROPOSALS

FOR:

STAPLES HIGH SCHOOL

Design & Replacement of Gas Fired Roof Top Units at Staples High School

RFP # 25-014

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: **#25-014 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 address the necessary replacement of six (6) roof top gas fired air handling units (AHUs) and as needed, associated Exhaust Fans (EFs), located at the Staples High School.
- B. The existing roof top units identified above are at the end of their useful life. The current configuration of units MAU 1-1 thru MAU 1-5 do not appear to satisfy code based on prior review with the district. The district wishes to replace them with appropriately sized newer units.
- C. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- D. 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.
- E. 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 locations of these units within the facility.
- F. The Town of Westport presently intends to schedule this scope of work beginning in the summer of 2026 (once school is dismissed-approximately June 14) and anticipates the scope of work to last approximately sixteen weeks.

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 address
 1. The replacement of the following existing gas fired roof top air handling units (AHUs)

Unit ID	Associated EF	Area Served	Remarks
MAU 1-1	EF 1-6	Class 182 / Kit Hood (Bldg C)	Gas Heat, No Cooling
MAU 1-2	EF 1-7	Class 184 / Kit Hood (Bldg C)	Gas Heat, No Cooling
MAU 1-3	EF 1-16	Kitchen 302 Hood (Bldg E)	Gas Heat, No Cooling
MAU 1-4	EF 1-17	Kitchen 302 Hood (Bldg E)	Gas Heat, No Cooling
MAU 1-5	EF 1-18	Kitchen 303 Hood (Bldg E)	Gas Heat, No Cooling
AC 1-12	Integrated Power Exhaust	Class 182 / Dining 183 (Bldg C)	Gas Heat, DX Cooling

2. The necessary modifications to the ductwork and supports
 3. The necessary controls and control sequences to integrate new air handling units with existing controls on school campus
 4. Evaluate and include controls upgrade to implement kitchen make-up and exhaust air control based on cooking activity
 5. Pricing from a professional estimating agency to implement the project broken down by labor and material costs per task.
- The selected firm shall provide all associated drawings, specifications and bid package documentation required of the contractor to perform the work.
 - Note that the project will be subject to Prevailing Wage Rates.
- B. Attached are exhibits, as part of this RFP, which are provided to help identify units as unit labeling in the field and on BMS may be different,
- Exhibit 3- Mechanical schedule
 - Exhibit 4 – Pictures of existing equipment
- C. The following systems are to be incorporated into the units upgrades and design based on a prior review with the district:
- Make-up air and roof top unit design including modifications to hood exhaust fan as needed.
 - Kitchen hood control system (as add alternative)
 - Unit Power and Control System compatible with existing BMS
 - Control Accessories

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
3. Mechanical Schedule
4. RTU Pictures

EXHIBIT 1 – Fee Proposal Form
Westport Public Schools
Design & Replacement of Gas Fired Roof Top Units @ Staples High School
RFP # 25-014

Scope of Work	Fee
Review existing conditions, documentation and operations.	\$
Provide design selection for MAU 1-1, 1-2, 1-3, 1-4 & 1-5 including exhaust fans	\$
Provide design selection for Kitchen Hood Controls for kitchen MAUs	\$
Provide design selection for AC 1-12	\$
Provide control sequences and changes/upgrade to existing controls compatible with campus standard.	\$
Provide price estimate for the installation.	\$
Provide bid documentation, bid support and participate in contractor walk through.	\$
Submit final report including AHU 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

EXHIBIT 2

Westport Public Schools CIP Plan Project Schedule Staples High School SHS-015 Design & Replacement of Gas Fired Roof Top Units

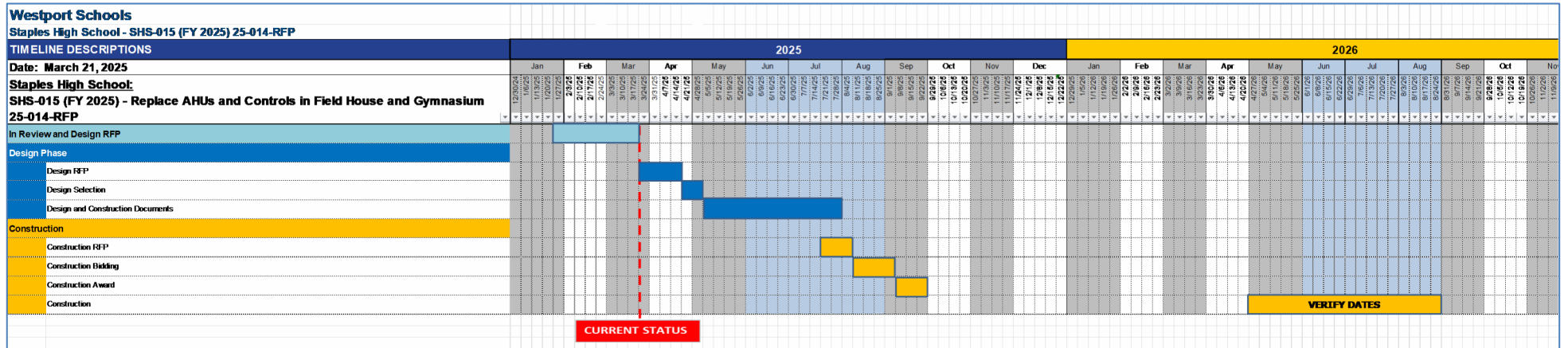


EXHIBIT 3
Staples High School SHS-015
Design & Replacement of Gas Fired Roof Top Units

[illegible][illegible]

GLYCOL FEED PUMPS													
UNIT NO	LOCATION	SYSTEM SERVED	RECEIVER			PUMP DATA			ELECTRICAL			MAKE/MODEL	REMARKS
			GALLONS	MATL	GPM	PSI	QUAN	HP	VOLTS	PH	RPM		
QF-1	BOILER ROOM UNIT 2	Q1/QOL FILL	15	G	1.5	40	1	1/3	115	1	1750	SIDEMARK QF-1-1	
QF-2	BOILER ROOM UNIT 8	Q1/QOL FILL	15	G	1.5	40	1	1/3	115	1	1750	SIDEMARK QF-1-1	

CONDENSATE PUMPS												
UNIT NO	LOCATION	SYSTEM	RECEIVER		PUMP DATA			ELECTRICAL		RPM	MAKE / MODEL	REMARKS
			GALLONS	WAL	GPM	PSI	QUAN	HP	VOLTS			
OP-3-1	FIRST FLOOR	FAN COIL UNIT	1	Q	1	9	1	146 WATTS	115	1	1750	ULITE QANT VOL-24
OP-3-2	FIRST FLOOR	FAN COIL UNIT	1	Q	1	9	1	146 WATTS	115	1	1750	ULITE QANT VOL-24
OP-3-3	FIRST FLOOR	FAN COIL UNIT	1	Q	1	9	1	146 WATTS	115	1	1750	ULITE QANT VOL-24
OP-3-4	FIRST FLOOR	FAN COIL UNIT	1	Q	1	9	1	146 WATTS	115	1	1750	ULITE QANT VOL-24

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PCO-028

CONNECTICUT
STAMPA

**ALTERATIONS AND EXPANSION OF
STAPLES HIGH SCHOOL**
70 NORTH AVENUE
WESTPORT, CONNECTICUT 06880

SCHEDULE SHEET No. 2

0/24/03	ADDENDUM #2
9/02/03	RED
1/16/2003	SFL REVIEW
DATE	ISSUED TO
SCALE NONE	ORIGINAL NO.
OWNED BY PCS	M-402
RECEIVED BY PCS	FILE NO. 0046MS02

EXHIBIT 4
Staples High School SHS-015
Design & Replacement of Gas Fired Roof Top Units



