

**WESTPORT PUBLIC SCHOOLS CONNECTICUT**



**REQUEST FOR PROPOSALS  
FOR**

**GREENS FARMS ELEMENTARY SCHOOL  
EVALUATION OF BUILDING HVAC SYSTEM AND INDOOR AIR HANDLING UNIT  
(AHU)**

**WESTPORT, CT 06880**

**#25-015-RFP**

**Issued for Bid: March 25, 2025**

# REQUEST FOR PROPOSALS

FOR:

## GREENS FARMS ELEMENTARY SCHOOL

### EVALUATION OF BUILDING HVAC SYSTEM AND INDOOR AIR HANDLING UNIT (AHU)

RFP # 25-015

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: **#25-015 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](mailto: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 - <b>Mandatory</b> :	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 an engineering consulting firm perform a comprehensive HVAC and building enclosure study and provide feasible alternatives to address replacement of existing aged heating and ventilation systems, building dehumidification, and provide path to net-zero/ electrification as an alternative located at the Greens Farms Elementary School.
- B. The existing boiler heating plant is at the end of its useful life, located in the basement boiler room of the school. Additionally, the current systems are not capable of providing dehumidification to the building during the cooling season due to the boiler plant operations being shut off.
- C. The existing air handling unit (AHU-4) serving the media center and library at the school is equipped with a dehumidifier installed externally from the unit. Currently, the dehumidifier is not capable of providing enough dehumidification capacity and the AHU-4 airflow capacity is oversized for the space served, as reported by previous review with the district.
- D. Greens Farms Elementary School is located at 17 Morningside Dr S in Westport, Connecticut.
- E. 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.

- F. 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 Staples High School and we will review this scope of work for the Greens Farms facility.
- G. 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).

#### IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the architect and/or engineer:
  - The selected firm shall perform the necessary holistic evaluation of the building's current HVAC systems and provide feasible alternatives to address
    1. The replacement of the existing outdated hot water heating boilers, including, associated boiler plant equipment, necessary modifications to the existing heating hot water piping systems and end use equipment.
    2. The replacement of the existing air handling units with newer systems capable of providing heating, cooling and dehumidification.
    3. Alternate option to provide path to net-zero/ electrification.
    4. The reported solution(s) should highlight and quantify environmental and energy benefits, focus on sustainability and estimate implementation costs.
  - Note that the project will be subject to Prevailing Wage Rates.
- B. Attached are exhibits that provide additional building information,
  - Exhibit 3 – Mechanical schedule
- C. The following systems are to be incorporated into the comprehensive HVAC evaluation based on a prior review with the district:
  - Whole Building HVAC
  - Building Enclosure
  - Dehumidification

#### 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](mailto:ravi.chavan@collierseng.com) with a copy to Mr. John Koplas, Sr. Project Manager via email to [john.koplas@collierseng.com](mailto:john.koplas@collierseng.com) and a copy to Mr. Elio Longo, Chief Financial Officer, [elongo@westportps.org](mailto: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

**EXHIBIT 1 – Fee Proposal Form**

Westport Public Schools

Evaluation Of Building HVAC System And Indoor Air Handling Unit (AHU) With Dehumidifier@ Greens Farms  
Elementary School

RFP # 25-015

Scope of Work	Fee
Review existing conditions, documentation and operations.	\$
Study of existing HVAC system and identify issues and deficiencies	\$
Provide viable solutions to update/replace HVAC system	\$
Alternative options that will provide path to net zero, electrification	\$
Quantify energy and environmental benefits, highlight community benefits	\$
Provide engineering cost estimates for solutions provided in the report	\$
Submit draft report including preliminary solutions and benefits.	\$
Submit final report including solutions evaluated, recommendations, benefits and engineering cost estimates to implement.	\$
Participate in review meetings with District Personnel and their representatives.	\$
	\$
	\$
<b>Total Fee</b>	<b>\$</b>
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 Greens Farms Elementary School GFS-002 and GFS-004 HVAC Evaluation and Replace indoor AHU



