

Westport Public Schools – Design & Replacement of Gas Fired Roof Top Units at Staples High School – 25-014-RFP-Addendum No. 1

Original Issue Date: 3/26/2025

Changes to Request for Proposal

1.	MODIFY	The town offices will be closed on Friday April 18 th , so the submission deadline for proposals has been extended to Monday, April 21, 2025, at 2:00 p.m. EST. Exhibit 1 – Fee Proposal Form- has been modified to include an acknowledgement of addendum receipt section.
----	---------------	---

1.	ADD	None
----	------------	------

1.	DELETE	None
----	---------------	------

Proposal Questions

Question #1 The RFP notes that the mandatory site-review meeting will occur at Staples High School on Wednesday, April 2 at 3:15 p.m. to review the projects at Staples High School. Will there be another meeting to review the scope of work for the other schools?

Response **Yes. Due to time constraints, a second pre-bid meeting has been scheduled for April 3, 2025 at 3:00 p.m. and will start at the Greens Farms Elementary School. This meeting will review the IDF rooms associated with RFP 25-009, as well as the scope of work for RFPs 25-015, 25-016, 25-017, and 25-018.**

Attachments

- 1. Revised Exhibit 1 – Fee Proposal Form to include acknowledgement of addendum receipt**
- 2. The AIA B101 Contract as referenced in the RFP**
- 3. The AIA A201 Contract as referenced in the RFP**

EXHIBIT 1 – Fee Proposal Form-Revised
 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 RTU design, specifications and construction documents.	\$
Participate in review meetings with District Personnel and their representatives.	\$
Total Fee	\$
Reimbursable Expenses Not Included in Fees:	\$
Acknowledgement of Addendum Receipt: Addendum # _____ Date: _____ Addendum # _____ Date: _____ Addendum # _____ Date: _____	
Print Name (Authorized Representative of Company)	Date
Signature (Authorized Representative of Company)	Date