

# Westport Public Schools - District Wide Installation of Ductless Split-Systems 25-009-RFP-Addendum No. 3

**Original Issue Date: 4/14/2025**

## Changes to Request for Proposal

1.	<b>MODIFY</b>	None
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1.	<b>ADD</b>	None
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1.	<b>DELETE</b>	None
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## Proposal Questions

Question #1 If responding to multiple project opportunities, can we submit just one proposal/qualification response and include multiple separate fees?

**Response** **Yes, this is acceptable, however you must clearly state which RFPs are being submitted on within your response and a separate Fee Proposal Form associated with each project must be completely filled out for each project being proposed on. As previously noted, any cost savings, if applicable, by the bundling of multiple projects should be noted as well within the proposal.**

Question #2 Is the prime consultant responsible to carry a cost estimator as a part of the project fee or will cost estimation be carried by others?

**Response** **Yes, the primary consultant is to carry the cost estimator and provide the cost estimate based upon the proposed design scope of work for each project/RFP.**

Question #3 Does the IT department have estimated electrical loads and/or equipment lists of the existing equipment?

**Response** **Yes, the Facilities Department does believe that they have the existing equipment lists that can be shared with the selected bidder.**

Question #4 Will the design incorporate cooling load for potential future IT equipment loads?

**Response** **Yes, future IT equipment loads should be considered in the design.**

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Question #5 Are there any design/as-built Mechanical, Electrical and/or Architectural documents that have been found that can be provided?

**Response**

**Yes, some drawings are available at the Facilities Department Office, located at 1 Canal Street, that can be reviewed in person. Please coordinate a time with Ted Hunyadi to review any available documents.**

Question #6 Are there any electronic/CAD files available of the school foot print (architectural) or any Mechanical and Electrical drawings as well?

**Response**

**Yes, some documents are available in CAD format for some of the schools. Review of the extent and format for the available documents is to be coordinated with the Facilities Department.**

Question #7 Please confirm proposal shall not require fees for Construction Administration fees as part of the base fees. Per the walk through, CA fees would be provided once a project schedule is approved and included in the construction fees during the estimation phase. CA will be under a separate proposal.

**Response**

**Correct, CA fees will be provided under a separate proposal.**

Question #8 Will the designs go out as separate bid packages for each school? Or one large bid package containing all schools/rooms?

**Response**

**This will be bid as one large bid package, inclusive of all five schools.**

Question #9 Will Colliers or a representative of Westport be handling the issuing of the bid documents, bid advertisement and front-end documentation, contractor communications, walkthrough coordination, etc.? We would attend any bid walk throughs, meetings and respond to any necessary bid RFIs as necessary.

**Response**

**Yes, Colliers and the Westport district will be handling the bid documentation once this project is issued for contractor pricing. As noted on the Bid Request Form, you are to provide pricing for attending the bid walk through, meetings, and responding to bid RFIs as necessary.**

Question #10 Please confirm that on Proposal due date of April 21, 2025 that only "physical" sealed proposals with flash drives delivered will be accepted. Or can the proposals be issued electronically via email in lieu of a physical submission.

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**Response**

**Sealed proposals are to be delivered to the location noted on the RFP, inclusive of a physical copy and a flash drive. An electronic copy can also be emailed, if desired, however that would be supplemental to the format requested within the RFP.**

**Attachments**

**None**