

Westport Public Schools – Design & Replacement of Gas Fired Roof Top Units at Staples High School

25-014-RFP-Addendum No. 3

Original Issue Date: 4/14/2025

Changes to Request for Proposal

1.	MODIFY	None
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1.	ADD	None
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1.	DELETE	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 How many square feet is the Staples High School?

Response **Staples High School is 461,382 SF**

Question #4 Have design/as-built documents been found that can be provided? Such as Mechanical, Electrical and Architectural plans?

Response **Yes, some drawings are available at the Facilities Department Office, located at 1 Canal Street, that can be reviewed in person.**

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Please coordinate a time with Ted Hunyadi to review any available documents.

Question #5 Are there structural plans available?

Response Yes, structural drawings are available at the Facilities Department Office, located at 1 Canal Street. Please coordinate a time with Ted Hunyadi to review the available documents.

Question #6 Are there any electronic/CAD files available of the school footprint (architectural) or any Mechanical/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 Confirm hoods within kitchen space below are to remain. Only potential modifications to hood controls based on current configuration shall be considered in this proposal.

Response Correct, existing hood in the kitchen are to remain in place.

Question #9 How old is the roof of the Staples High School and do you have information on the roofing manufacturer?

Response The roof was replaced in the Fall of 2023. The EPDM roofing manufacturer is Elevate and further documentation is available from the district.

Question #10 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

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attending the bid walk through, meetings, and responding to bid RFIs as necessary.

Question #11

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.

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