

Westport Public Schools – Evaluation of Building HVAC System and Indoor AHU at Greens Farms Elementary School

25-015-RFP-Addendum No. 3

Original Issue Date: 4/14/2025

Changes to Request for Proposal

1.	MODIFY	None
1.	ADD	None
1.	DELETE	None

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 Greens Farms Elementary School?

Response

Greens Farms Elementary School is 97,746 SF

Question #4 In addition to the provided Mechanical Schedule, have additional design/as-built documents been found that can be provided? Such as mechanical equipment and/or piping plans of the entire school?

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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 #5

Are there any electronic/CAD files available of the school foot print (architectural) or any Mechanical 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 #6

Have any documented renovations or modifications been made since the 1998 document submission?

Response

In 2016-17 the school underwent an energy savings performance contract (ESPC) with NORESCO. The ESPC implemented LED lighting and controls upgrade, energy management system upgrades, weatherization, plug-load management, and installed variable frequency drives (VFDs) on selected motors.

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

Please confirm the expectation is for up to 2 to 3 options for review for HVAC systems replacements, which may include full electrification of the building.

Response

Yes, we request at least 2 practically feasible options.

Question #9

Confirm cost estimating will be required for each of the proposed HVAC options

Response

Yes, we expect engineering budget estimates to implement the HVAC options evaluated.

Question #10

Please confirm the goal under this study is not to provide a net-zero building, but provide systems that will compliment or support a pathway to future net-zero or carbon neutrality.

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Response

Yes, that is correct.

Question #11

Has there been any facility needs assessments performed? Please provide any available reports.

Response

Refer to the condensed report by Antinozzi Associates (2019) that was distributed as part of Addendum 2.

Question #12

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