

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**STAPLES HIGH SCHOOL
DESIGN SERVICES FOR NEW POOL SCOREBOARD**

WESTPORT, CT 06880

#25-019-RFP

Issued for Bid: May 13, 2025

REQUEST FOR PROPOSALS

FOR:

STAPLES HIGH SCHOOL DESIGN SERVICES FOR NEW POOL SCOREBOARD

RFP # 25-019

The deadline for submission of proposals is Thursday, **June 5, 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: **#25-019 RFP**

Due: **June 5, 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)

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, May 13, 2025
Site Review - Mandatory :	Tuesday, May 20, 2025 at 3:15 p.m.
(Meet at the front of Staples High School-Door #1 at Main Lobby)	
Deadline for Questions:	Wednesday, May 28, 2025 at noon
Answers Issued By Addendum:	Monday, June 2, 2025 by 2:00 p.m.
Proposals Due:	Thursday, June 5, 2025 at 2:00 p.m.

III. INTRODUCTION

- A. The Town of Westport is looking to have a design firm provide drawings and specifications for the installation of the new replacement scoreboard being installed at the existing pool at the Staples High School. The scoreboard has been purchased by the district from Colorado Time Systems and the scoreboard specifications are attached as an exhibit and part of this request for proposal package.
- B. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- C. 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.
- D. A mandatory site review meeting is scheduled for 3:15 p.m. (following student dismissal) on Tuesday, May 20, 2025. Meet at the front of the school and we will proceed as a group to the pool location within the facility.
- E. The Town of Westport intends to schedule the installation of this scoreboard this summer in order to be in place and operational by the start of the 2025-2026 school year.

IV. SCOPE OF BASIC SERVICES

A. The following services are required of the architect and/or engineer:

- The selected design firm shall provide the necessary drawings and specifications to address the power and data requirements for the new scoreboard supplied by Colorado Time Systems to the district.
- The scoreboard unit purchased by the school is Colorado Time Systems Model 12MM 176x320. Product data sheets are included as Exhibit 3.
- Four circuits (for power) will be provided for the new scoreboard-to come from the Boiler Room located below the Pool. Additionally, one circuit (for power) will be provided for the control board location-near the bleachers-and a conduit (for data) provided from the scoreboard to this same location.
- The selected firm shall provide all associated drawings and specifications documentation required of the contractor to perform the installation work.
- Note that the project will be subject to Prevailing Wage Rates.

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 applications or 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 similar project experience with a school district or community 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 member.
- 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 this 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 design 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.
- Any qualified 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 via email to Mr. John Koplas, Sr. Project Manager via email to john.koplas@collierseng.com and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by noon on Wednesday, May 28, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. Monday, June 2, 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.

X. EXHIBITS

1. Fee Proposal Form
2. Macro Schedule
3. Colorado Time Systems Scoreboard Product Data Sheets

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools
25-019 RFP
Staples High School
Design Services for New Pool Scoreboard

Scope of Work	Fee
Provide all necessary design documentation and design services required for installation of the new pool scoreboard.	\$
Participate in pre-bid contractor walk through and any necessary bidding support (RFIs, bid reviews, and/or recommended contractor selection).	\$
Provide necessary construction administration services during contractor’s scope of work as defined within the design documentation.	\$
Total Fee	\$
Reimbursable Expenses Not Included in Fees:	\$

Print Name (Authorized Representative of Company) _____ Date _____

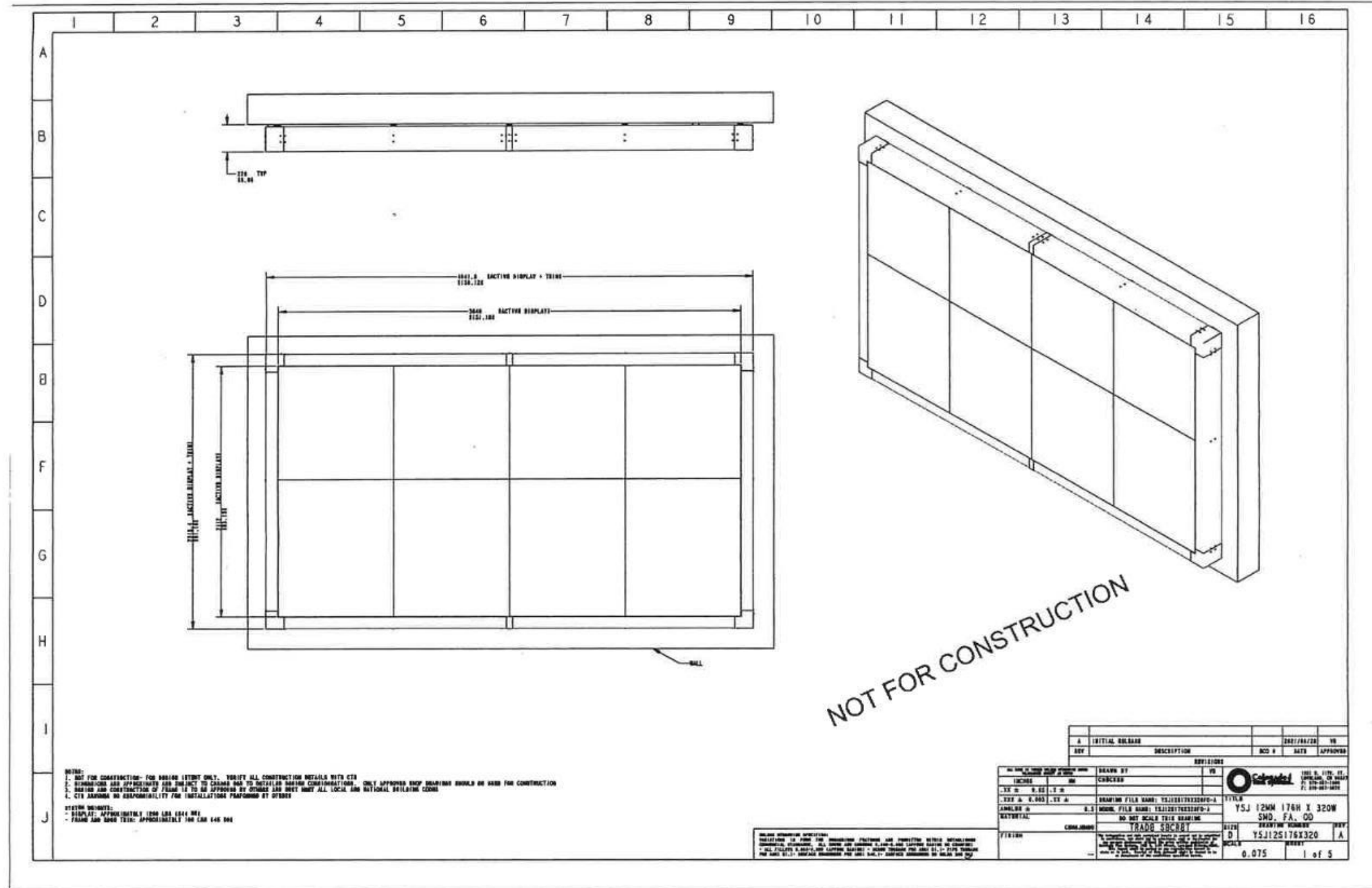
Signature (Authorized Representative of Company) _____ Date _____

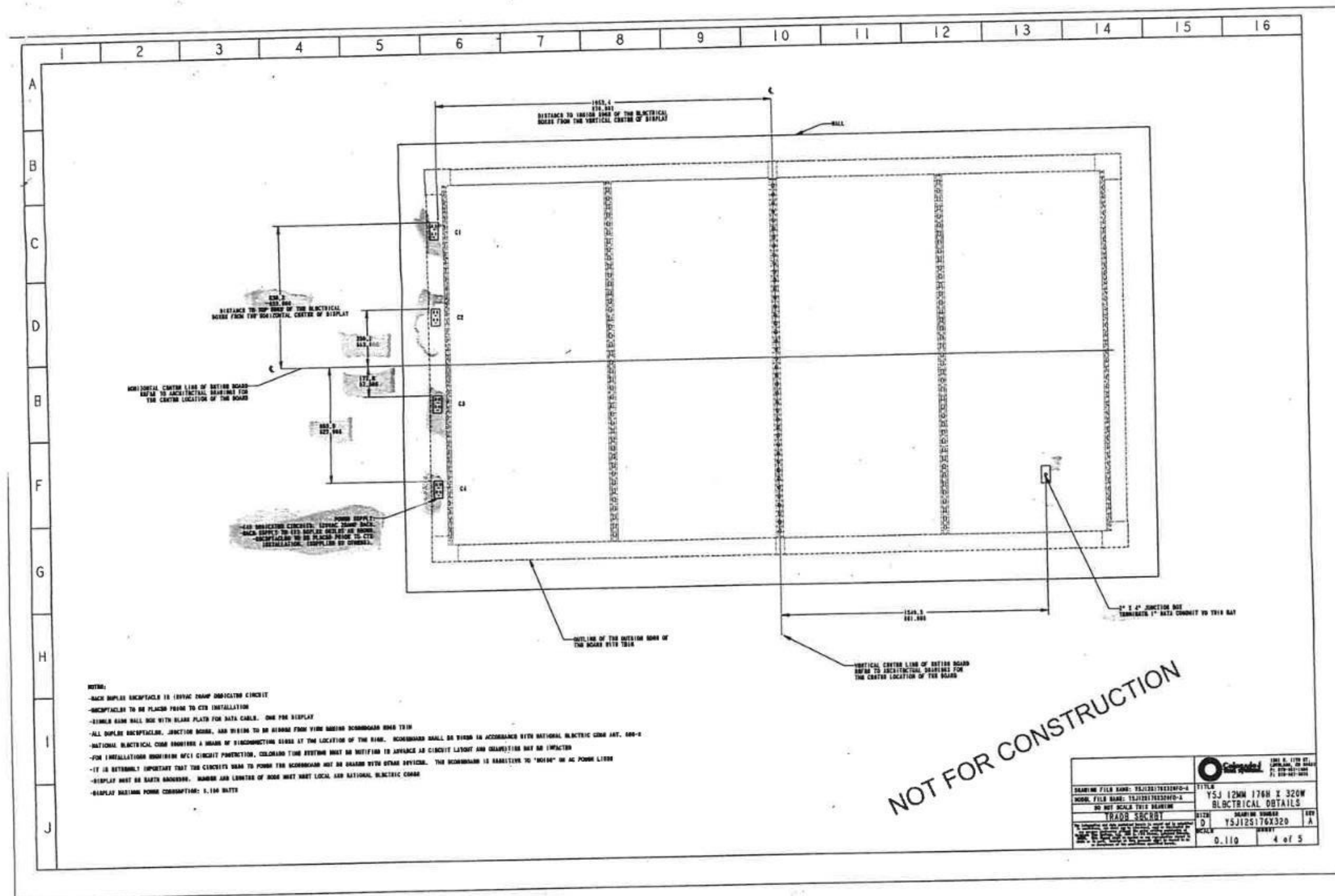
EXHIBIT 2 – Macro Schedule

Westport Public Schools
 #25-019-RFP
 Staples High School
 Design and Installation of New Pool Scoreboard

2025												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
12/30/24	1/6/25	1/13/25	1/20/25	1/27/25	2/3/25	2/10/25	2/17/25	2/24/25	3/3/25	3/10/25	3/17/25	3/24/25
3/31/25	4/7/25	4/14/25	4/21/25	4/28/25	5/5/25	5/12/25	5/19/25	5/26/25	6/2/25	6/9/25	6/16/25	6/23/25
6/30/25	7/7/25	7/14/25	7/21/25	7/28/25	8/4/25	8/11/25	8/18/25	8/25/25	9/1/25	9/8/25	9/15/25	9/22/25
9/29/25	10/6/25	10/13/25	10/20/25	10/27/25	11/3/25	11/10/25	11/17/25	11/24/25	12/1/25	12/8/25	12/15/25	12/22/25
Westport Schools												
Staples High School - Installation of New Scoreboard #25-019-RFP												
TIMELINE DESCRIPTIONS												
Date: May 13, 2025												
Staples High School: Installation of New Pool Scoreboard 25-019-RFP												
Design and Construction Phases												
Design Phase												
Design RFP Bidding												
Design Selection												
Design and Construction Documents												
Construction												
Construction RFP												
Construction Bidding												
Construction Award												
Construction-estimated												
CURRENT STATUS												

EXHIBIT 3 – Columbia Time Systems Scoreboard Product Data Sheets

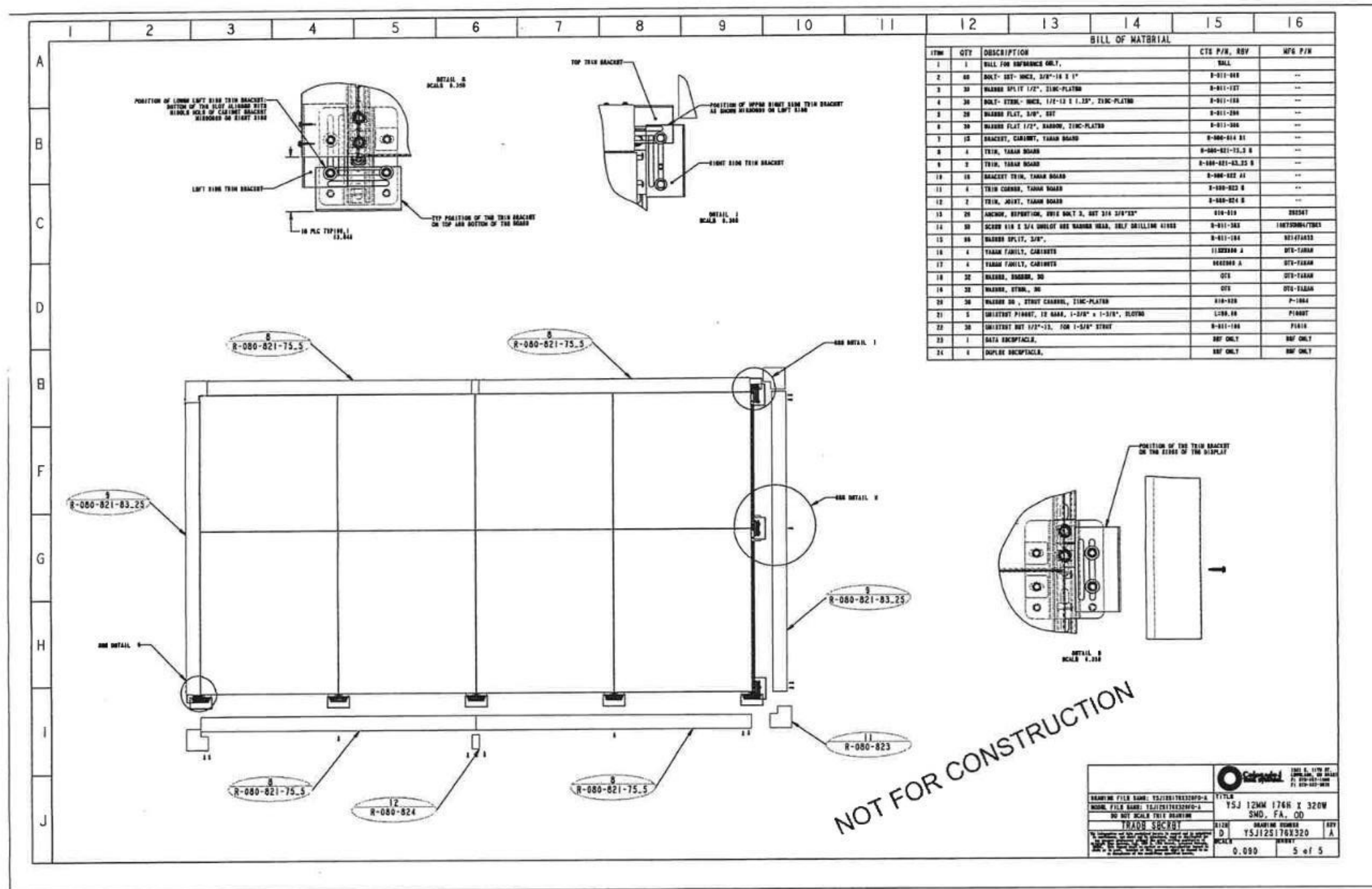




- NOTES:**
- BACK DISPLAY RECEPTACLE IS 12VAC TRAMP INDICATOR CIRCUIT
 - RECEPTACLE TO BE PLACED FROM TO CTS INSTALLATION
 - RIMMER NAME SHALL USE WITH BLANK PLATE FOR DATA CARDS. ONE FOR DISPLAY
 - ALL DISPLAY RECEPTACLES, JUNCTION BOXES, AND WIRES TO BE BUNDLED FROM VIEW USING SCREWDRIVER HOLES 1/16"
 - NATIONAL ELECTRICAL CODE PROVIDES A MARGIN OF DISCONNECTING DEVICES AT THE LOCATION OF THE BOARD. SCREWDRIVERS SHALL BE USED IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE ART. 400-4
 - FOR REINSTALLATION INFORMATION RE:1 CIRCUIT PROTECTION, COLORING THE SYSTEM MUST BE NOTIFIED TO APPEAR AS CIRCUIT LEADERS AND QUALITIES MAY BE IMPACTED
 - IT IS EXTREMELY IMPORTANT THAT THE CIRCUIT'S WIRE TO POWER THE SCREWDRIVER NOT BE BUNDLED WITH OTHER DEVICES. THE SCREWDRIVER IS SENSITIVE TO "NOISE" IN AC POWER LINES
 - DISPLAY MUST BE BARELY BRONZE. NUMBER AND LENGTH OF HOLES MUST MEET LOCAL AND NATIONAL ELECTRICAL CODES
 - DISPLAY MAXIMUM POWER CONSUMPTION: 1.10W BATTER

NOT FOR CONSTRUCTION

DRAWING FILE NAME: YSJJ125176X320-4		TITLE	
MODEL FILE NAME: YSJJ125176X320-4		YSJ 12MM 176H X 320W	
DO NOT SCALE THIS DRAWING		ELECTRICAL DETAILS	
TRADE SECRET		DATE	REV
		01	YSJJ125176X320
		SCALE	REV#1
		0.110	4 of 5



ITEM	QTY	DESCRIPTION	CTS P/N	REV	MFG P/N
1	1	BALL FOR SUPPORT ONLY	BALL		
2	40	BOLT - SET - UNCS, 3/8" x 1 1/2"	R-011-000		
3	30	WASHER FLAT 1/2", ZINC-PLATED	R-011-107		
4	30	BOLT - STEM - UNCS, 1/2-13 x 1.50", ZINC-PLATED	R-011-100		
5	30	WASHER FLAT 1/2", SET	R-011-200		
6	30	WASHER FLAT 1/2", BARNUM, ZINC-PLATED	R-011-300		
7	12	BRACKET, CARINET, YAGAN BOARD	R-000-814 B1		
8	4	TRIM, YAGAN BOARD	R-000-821-12.0 B		
9	2	TRIM, YAGAN BOARD	R-000-821-12.2 B		
10	12	BRACKET TRIM, YAGAN BOARD	R-000-822 A1		
11	4	TRIM CORNER, YAGAN BOARD	R-000-822 B		
12	2	TRIM, JOINT, YAGAN BOARD	R-000-824 B		
13	24	ANCHOR, EXPANSION, ONE BOLT 2, SET 2 1/4 3/8"x2"	R10-R10		BRACKET
14	30	SCREW 1/8 x 3/4 SHELOT ONE WASHING HEAD, SELF DRILLING 41000	R-011-104		1047000/CTM05
15	60	WASHER FLAT, 3/8"	R-011-104		0147000
16	4	YAGAN FAMILY, CARINET	1100000 A		010-10000
17	4	YAGAN FAMILY, CARINET	0000000 A		010-10000
18	30	WASHER, BARNUM, 30	010		010-10000
19	30	WASHER, STEM, 30	010		010-10000
20	30	WASHER 30, STUDY CORNER, ZINC-PLATED	R10-R10		P-1000
21	1	DRILLBIT POINT, 1/2 ANGLE, 1-3/8" x 1-3/8", FLOYD	L100, 00		PIR007
22	30	DRILLBIT SET 1/2"-1/2", FOR 1-3/8" STUDY	R-011-100		PIR010
23	1	DATA RECTANGLE	REF ONLY		REF ONLY
24	1	DUPLER RECTANGLE	REF ONLY		REF ONLY

NOT FOR CONSTRUCTION

DRAWING FILE NAME: YS125176X320P-A MODEL FILE NAME: YS125176X320P-A NO. OF SCALE THIS DRAWING: 1	TITLE: YS125176X320 SMD, FA, CD DRAWING NUMBER: YS125176X320 SCALE: 0.000 SHEET: 5 of 5
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STANDARD LED VIDEO DISPLAY CONNECTION DIAGRAM

