

**WESTPORT PUBLIC SCHOOLS CONNECTICUT**



**REQUEST FOR PROPOSALS  
FOR**

**STAPLES HIGH SCHOOL**

**Design Services for Modifications to the Existing Girls Locker Room**

**WESTPORT, CT 06880**

**#26-006-RFP**

**Issued for Bid: July 29, 2025**

# REQUEST FOR PROPOSALS

FOR:

## STAPLES HIGH SCHOOL

### Design Services for Modifications to the Existing Girls Locker Room

RFP # 26-006

The deadline for submission of proposals is **Tuesday, August 26, 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: **#26-006 RFP**

Due: **August 26, 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](mailto: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, July 29, 2025
Pre-Bid Review Meeting on Site- <b>Mandatory</b> :	Wednesday, August 6, 2025 at 10:00 a.m. (Meet at the front of Staples High School-Door #1 at Main Lobby)
Deadline for Questions:	Wednesday, August 13, 2025 at 1:00 p.m.
Answers Issued By Addendum:	Tuesday, August 19, 2025 by 2:00 p.m.
Proposals Due:	Tuesday, August 26, 2025 at 2:00 p.m.

III. INTRODUCTION

- A. The Town of Westport is looking to have a design firm perform a thorough review and provide drawings and specifications to address the creation of a Girls Team Room at the Staples High School by subdividing the existing Girls Locker Room space and converting the southern portion of the existing Girls Locker Room.
- B. The new Girls Team Room is to accommodate new cubbies, with hooks, on the perimeter walls to replace the existing lockers (to all be removed) presently located in this space.
- C. One portion of a wall in the room is to contain new power and data for new monitor(s), Smartboard(s), and/or white boards as requested by the school staff.
- D. The mechanical system shall be modified to provide the proper ventilation in the new space, using the existing ductwork present above the Locker Room ceiling.
- E. Lighting modifications shall be addressed as necessary.
- F. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- G. 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.
- H. A mandatory site review meeting is scheduled for 10:00 a.m. on Wednesday, August 6, 2025. Meet at the front of the school Main Lobby and we will proceed as a group to review the

location of this design scope.

- I. The designer shall provide a professional cost estimate based on their design.
- J. The Town of Westport presently intends to schedule this scope of work beginning in the summer of 2026 (once school is dismissed-approximately June 14) and anticipates the scope of construction work to last approximately eight weeks.

#### IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the architect and/or engineer:
  - Refer to the attached (draft) modified AIA B101-2017, Standard Form of Agreement Between Owner and Architect, which shall serve as the basis of the contract between the Owner and the Architect.
  - The selected firm shall provide the necessary drawings and specifications to address
    1. The renovations to the existing Girls Locker Room to create a new Girls Team Room.
    2. The Mechanical and Electrical modifications to the ductwork and mechanical piping, and any electrical scope of work to accommodate the new layout of the room.
    3. The necessary controls and control sequences to accommodate the modified air handling units.
    4. Pricing from a professional estimating agency to implement the project broken down by labor and material costs per task.
  - The selected firm shall provide all associated drawings, specifications and bid package documentation required of the contractor to perform the 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 scope of work.
- 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 related project design experience with a school district project owner and their contact information.
- Current resumes of all personnel and any consultants 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 and any consultants.

- 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 the 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 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.
- 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 to Mr. John Koplas, Sr. Project Manager via email to [john.koplas@collierseng.com](mailto:john.koplas@collierseng.com) and a copy to Mr. Elio Longo, Chief Financial Officer, [elongo@westportps.org](mailto:elongo@westportps.org) by 1:00 p.m. on Wednesday, August 13, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, August 19, 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.
- The firm selected will be expected to execute the attached AIA B101 Contract and referenced AIA A201 Contract. Submitting firms shall provide any exceptions to the contract in writing with their proposal. Failure to do so will be considered full acceptance of the contract. Exceptions to the contract will also be considered in the evaluation of proposals.

X. EXHIBITS

1. Fee Proposal Form
2. Macro Schedule



