

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

STAPLES HIGH SCHOOL

**Construction Services for Structural, Lighting
and Sound Modifications to the Existing Auditorium**

WESTPORT, CT 06880

#26-007-RFP

Issued for Bid: August 4, 2025

REQUEST FOR PROPOSALS

FOR:

STAPLES HIGH SCHOOL

Construction Services for Structural, Lighting and Sound Modifications to the Existing Auditorium

26-007-RFP

The deadline for submission of proposals is **Thursday, September 11, 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: **#26-007-RFP**

Due: **September 11, 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: John Koplak, Sr. Project Manager at Colliers Project Leaders, (john.koplas@collierseng.com).

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:	Monday, August 4, 2025
Site Review - Mandatory :	Monday, August 11, 2025 at 10:00 a.m.
(Meet at the front of Staples High School-Door #1 at Main Lobby)	
Deadline for Questions:	Friday, August 22, 2025 at 1:00 p.m.
Answers Issued By Addendum:	Thursday, August 28, 2025 by 2:00 p.m.
Proposals Due:	Thursday, September 11, 2025 at 2:00 p.m.

III. INTRODUCTION

- A. The Town of Westport is looking to have a General Contractor perform the scope of work as depicted within this request for proposal and on the attached drawings and specifications by Theater Design, CES Inc., D’Agostino & Associates, and the McLaren Engineering Group to address the necessary modifications to the existing stage rigging, lighting, sound components, and new loading gallery as noted within the construction drawing package for the existing Staples High School Auditorium. The existing water piping will also be relocated (below the new loading gallery structure) as part of this work scope.
- B. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- C. A mandatory site review meeting is scheduled for 10:00 a.m. on Monday, August 11, 2025. Meet at the front of the school and we will proceed as a group to review this scope of work at the Auditorium space within the school.
- D. The Town of Westport and Board of Education presently intends to schedule this scope of work beginning in the summer of 2026 (immediately following the end of the school year-approximately June 14) and anticipates the scope of work to be completed in fifteen weeks.

IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the contractor:
- The selected General Contractor shall provide all necessary materials and labor required to address:
 1. Requirements of the contractual documents AIA-A101-2017, modified; AIA-A101-2017ExhibitA, modified; and AIA-A201-2017, modified,
 2. The modifications to the existing rigging system and provision of new rigging system, as reflected within the drawing package from Theater Design and Specification section 116010,
 3. The installation of the new Loading Gallery, as reflected within the drawing package from McLaren Engineering Group,
 4. Relocation of the existing water piping (to be hung from the new Loading Gallery), including insulation; location to be confirmed in field and to avoid conflict with any new work,
 5. The demolition of the existing and installation of the new lighting system as reflected within the drawing packages from Theater Design and CES, and Specification section 260953,
 6. The modifications to the existing audio and visual system and associated components as reflected within the drawing packages from Theater Design and D'Agostino & Associates, and Specification section 274100, and
 7. All associated Permit fees.
 - 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 company's experience and history in providing these construction services for similar stage rigging, lighting, and sound replacement systems.
- An in depth narrative of your company's applicable experience on relevant projects including detail on: a) the project scope and size, b) value of the resulting construction 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 any related Auditorium project experiences with a school district project owner.
- 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 General Contractor based upon qualifications and written proposal submissions:
 1. Quality of proposal
 2. Experience of company with similar projects
 3. Success of completed projects
 4. Fee for services

VI. COMPENSATION

- Compensation for the proposed services shall be based on a lump sum fee for the defined "Basic Services".
- Compensation for travel time incurred to and from the site, reimbursements, meals, etc., associated with the provision of Basic Services, shall **NOT** be considered or reimbursed.
- 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 and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by 1:00 p.m. on Friday, August 22, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Thursday, August 28, 2025.

VIII. INSURANCE REQUIREMENTS

The successful respondent shall furnish a certificate of insurance to the Board in accordance with the AIA A101-2017, Exhibit A, modified, and for the following delineated 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 General Contractor selected will be expected to execute the attached AIA A101-2017, modified, Contract, the referenced AIA A101ExhibitA-2017, modified, and the AIA A201-2017, modified, Contract. Submitting General Contractors shall provide any exceptions to the contracts in writing with their proposal. Failure to do so will be considered full acceptance of the contracts. Exceptions to the contracts will also be considered in the evaluation of proposals.

X. EXHIBITS

1. Fee Proposal Form
2. Macro Schedule

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools
 Construction Services for Structural, Lighting and Sound Modifications to the Existing Staples High School Auditorium
 # 26-007-RFP

Scope of Work	Fees
Costs for all material and labor associated with rigging work as depicted within the Theater Design drawing package and Specification 116010.	Material \$ Labor \$
Costs for all material and labor associated with the installation of the new Loading Gallery as depicted within the McLaren Engineering Group drawing package.	Material \$ Labor \$
Costs for all material and labor associated with the relocation of the existing piping lines, including insulation, to be installed below the new Loading Gallery.	Material \$ Labor \$
Costs for all material and labor associated with demolition of the existing lighting systems and installation of the new lighting components as depicted within the Theater Design and CES drawing packages, and Specification section 260953.	Material \$ Labor \$
Costs for all material and labor associated with demolition of the existing audio visual components as noted on the drawings and installation of all new audio visual components as depicted within the D’Agostino & Associates and Theater Design drawing packages, and Specification section 274100.	Material \$ Labor \$
Other Costs (to be specified)	\$
Sub-Total Fee	\$
Lump Sum Costs for Audio Visual Add Alternate #1-Supporting Spaces-as noted on the D’Agostino & Associates drawings and within Specification section 274100.	\$
Lump Sum Costs for Audio Visual Add Alternate #2-Mix & Stage Boxes-as noted on the D’Agostino & Associates drawings and within Specification section 274100.	\$
Lump Sum Costs for Audio Visual Add Alternate #3-Wireless Microphones & Loose Equipment-as noted on the D’Agostino & Associates drawings and within Specification section 274100.	\$
Lump Sum Costs for Audio Visual Add Alternate #4-3 Year Service Level Agreement - as noted within Specification section 274100.	\$
Lump Sum Costs for Audio Visual Add Alternate #5-5 Year Service Level Agreement - as noted within Specification section 274100.	\$
Total Fee	\$

Print Name (Authorized Representative of Company)

Date

Signature (Authorized Representative of Company)

Date

EXHIBIT 2

Westport Public Schools Project Schedule #26-007-RFP Staples High School

Construction Services for Modifications to the Existing Auditorium

