

**WESTPORT PUBLIC SCHOOLS CONNECTICUT**



**REQUEST FOR PROPOSALS  
FOR**

**SAUGATUCK ELEMENTARY SCHOOL  
Retractable Gymnasium Folding Door Replacement**

**WESTPORT, CT 06880**

**#26-008-RFP**

**Issued for Bid: September 3, 2025**

REQUEST FOR PROPOSALS FOR:

**SAUGATUCK ELEMENTARY SCHOOL**

**Retractable Gymnasium Folding Door Replacement**

**#26-008 - RFP**

The deadline for submission of proposals is **Thursday, October 2, 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 the bid envelope:

**RFP: #26-008-RFP**  
**Elio Longo**  
**Chief Financial Officer**

Due: **October 2, 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 Koplas, Sr. Project Manager at Colliers Project Leaders ([john.koplas@collierseng.com](mailto: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:	Wednesday, September 3, 2025
Pre-Bid Review Meeting on Site- <b>Mandatory</b> :	Tuesday, September 16, 2025 at 3:00 p.m.
(Meet at the front entry of Saugatuck Elementary School-at Main Lobby)	
Deadline for Questions:	Tuesday, September 23, 2025 at 1:00 p.m.
Answers Issued by Addendum:	Thursday, September 25, 2025 by 2:00 p.m.
Proposals Due:	Thursday, October 2, 2025 at 2:00 p.m.

III. INTRODUCTION

- A. The Town of Westport is looking for a company to furnish and install a new, continuously hinged electric operable wall, replacing the system presently in place and located in the existing opening at the Saugatuck Elementary School Gymnasium.
- B. The electrical system shall be replaced and modified, as necessary, to accommodate the new operable partition.
- C. Saugatuck Elementary School is located at 170 Riverside Avenue in Westport, Connecticut.
- D. The Town of Westport is seeking a company qualified and experienced in the supply and installation of the work referenced within this request for proposal.
- E. A mandatory site review meeting is scheduled for 3:00 on Tuesday, September 16, 2025. Meet at the front entry of the school, at the Main Lobby, and we will proceed as a group to the Gymnasium to review the location of this work scope.
- F. 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 five weeks.

#### IV. SCOPE OF BASIC SERVICES

A. The following services are required of the installer:

- The company shall furnish and install a new Modernfold Acousti-Seal continuously hinged electric operable walls-or agreed upon alternative system-in the existing opening and consisting of (21) panels.
- New panels are to have an STC rating of at least 50, per ASTM E90-Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
- The installer shall verify that the existing steel track and support structure is sufficient to support the new panels. Any structural modifications required are to be made by the installer, if necessary.
- Refer to Exhibit 2, showing the drawing package provided by Modernfold, dated August 29, 2024. Installer is to verify all dimensions and information provided.
- All materials and work will be in accordance with applicable codes and regulations.
- The awarded contractor will be responsible for the removal and disposal of the existing room divider and the associated electrical components.
- Scheduling of work is to be coordinated with Westport Facilities Department and Ted Hunyadi. The work will be completed following the completion of the 2025-26 academic school year (mid to late June, 2026).
- The work area is to be kept clean and orderly through the duration of the project.
- Any additional damage created to the school property as a result of this project scope of work shall be repaired by the contractor at no further cost to the district.
- Obtain all necessary permits as required (fees will be waived).
- 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 brief narrative of your firm's experience and history in providing installation of these operable partition walls.
- 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 companies based upon qualifications and written proposal submissions:
  1. Quality of proposal
  2. Experience of company with similar installation 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 Tuesday, September 23, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Thursday, September 25, 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. Modernfold Drawing package (7 pages)

**EXHIBIT 1 – Fee Proposal Form**

Westport Public Schools  
Retractable Gymnasium Folding Door Replacement at Saugatuck Elementary School  
# 26-008-RFP

<b>Scope of Work</b>	<b>Fee</b>
Furnish and install the new operable wall and electric controls.	\$
If necessary, costs for any structural modifications required to support the new panel system.	\$
<b>Total Fee</b>	\$
<b>Reimbursable Expenses Not Included in Fees Above:</b>	\$

Print Name (Authorized Representative of Company) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Authorized Representative of Company) \_\_\_\_\_ Date \_\_\_\_\_