

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR DESIGN PROPOSALS
FOR**

BEDFORD MIDDLE SCHOOL

Design Services for Upgrades to Existing Science Labs

WESTPORT, CT 06880

#26-012-RFP

Issued for Bid: January 9, 2026

REQUEST FOR DESIGN PROPOSALS

FOR:

BEDFORD MIDDLE SCHOOL

Design Services for Upgrades to Existing Science Labs

RFP # 26-012

The deadline for submission of proposals is **Tuesday, February 17, 2026, 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: **#26-012 RFP**

Due: **February 17, 2026, 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:	Tuesday, January 9, 2026
Pre-Bid Review Meeting on Site- Mandatory :	Friday, January 23, 2026 at 1:00 p.m.
(Meet at the front of the Bedford Middle School-Main Lobby)	
Deadline for Questions:	Wednesday, February 4, 2026 at 1:00 p.m.
Answers Issued By Addendum:	Tuesday, February 10, 2026 by 2:00 p.m.
Proposals Due:	Tuesday, February 17, 2026 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 renovations and upgrades to the existing Science Classroom Labs at the Bedford Middle School. These (8) rooms are to be upgraded to provide renovated room layouts similar to the existing Science Labs at Coleytown Middle School and as per the proposed schematic floor plan included as Exhibit 2.
- B. The renovated Science Labs are to each accommodate, at a minimum, new lab tables, individual student desks, teacher workstation and desk, upper and lower storage cabinets, new white boards and Smartboard, flooring, and retractable overhead power cords.
- C. The design firm will meet with the designated district staff members to fully understand the extent of the renovations scope and intent for these new classroom lab spaces.
- D. Lighting and/or electrical modifications shall be addressed as necessary.
- E. Bedford Middle School is located at 88 North Avenue in Westport, Connecticut.
- F. 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.
- G. A mandatory site review meeting is scheduled for 1:00 p.m. on Friday 23, 2026. Meet at the front of the school Main Lobby and we will proceed as a group to review the room locations for this design scope.

- H. The designer shall provide a professional cost estimate based on their design.
- I. The Town of Westport presently intends to schedule this scope of work beginning in the summer of 2027 (once school is dismissed-approximately June 16) and anticipates the scope of construction work to last approximately eight weeks, with completion by the start of the 2027/2028 school year.

IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the architect:
 - The selected firm shall provide the necessary drawings and specifications to address:
 1. The renovations to the existing (8) Science Classroom Labs to create new and updated lab spaces.
 2. Any necessary modifications to the ductwork and mechanical piping, and any electrical scope of work to accommodate the new layout for the rooms.
 3. Pricing from a professional estimator to implement the project; broken down by labor and material costs.
 - 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"), and d) 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 and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by 1:00 p.m. on Wednesday, February 4, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, February 10, 2026.

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. Schematic Floor Plan
3. Macro Schedule

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools
 Design Services for Upgrades to Science Labs at Bedford Middle School
 RFP # 26-012

Scope of Work	Fee
Review existing conditions, meet with designated staff and obtain documentation of existing conditions.	\$
Provide final bid documents (including all required design drawings and specifications) for construction.	\$
Pricing from a professional estimator to implement the project renovations and construction scope, broken down by labor and material costs.	\$
Participate in contractor walk through and provide bidding support (anticipated summer of 2026).	\$
Provide pricing for construction administration (anticipated for summer of 2027 start), including construction oversight (assume one site visit per week for 8 weeks), RFIs, and invoicing review and approvals.	\$
Provide pricing for close-out documentation for scope of work.	\$
Total Fee	\$
Reimbursable Expenses Not Included in Fees (be specific):	\$
Print Name (Authorized Representative of Company)	Date
Signature (Authorized Representative of Company)	Date

EXHIBIT 2

Westport Public Schools

Schematic Floor Plan

Bedford Middle School BMS-011

Design Services for Upgrades to Science Labs at Bedford Middle School



