

**WESTPORT PUBLIC SCHOOLS**  
**REQUEST for QUALIFICATIONS/PROPOSAL**  
**For ARCHITECTURAL SERVICES**  
**GREENS FARMS ELEMENTARY SCHOOL**

**ROOF REPLACEMENT AND EXHAUST FAN REPLACEMENT PROJECT**  
**#26-013-RFP**

**I. GENERAL INFORMATION**

- A. The Westport Board of Education (Board) is requesting proposals from qualified architectural firms for professional services related to the partial roof replacement and exhaust fan replacement at Greens Farms Elementary School (GFS). The GFS project is approximately 97,750 square feet. See attached Exhibit A – Greens Farms Elementary School Aerial Plan.
- B. The GFS roof replacement project will be carried out by the Westport Board of Education under the overall direction of the Superintendent of Schools with project oversight by Colliers Project Leaders as the Owner’s Project Manager. In addition to the EPDM roof replacement scope of work, the designer shall also include the replacement of the (15) exhaust fans located on the existing flat roof sections of the school. Finally, as part of the project design request from the Sustainable Westport Committee, the designer is requested to assess the existing structural roof framing system to determine the feasibility of installing a PV system on the flat portions of the existing roof. The project is scheduled to be bid in the summer of 2026 with construction commencing in the summer of 2027.
- C. A mandatory Pre-Bid meeting will be held at the site on Friday, January 23, at 2:30 p.m. Greens Farms Elementary School is located at 17 Morningside Drive S., Westport, CT.
- D. The firm selected will be expected to assist Board staff through the completion of this project by providing continuous technical assistance. At a minimum, respondents should have designed and implemented similar projects for at least five other school systems/communities in Connecticut. The firms selected will be responsible for preparing all required submissions to the State of Connecticut Office of Grants Administration and should clearly demonstrate their experience at doing so in their submission. This will include assistance with grant application.

Also, respondents should have utilized solid engineering evaluation criteria to develop and design roofing systems and accompanying building modifications or alterations within

existing school buildings. The proposal should also identify the firm's familiarity and experience with the applicable Connecticut state building codes and amendments thereto.

- E. As noted above, the firm selected will have demonstrated experience with School Construction grant projects. The selected firm will be responsible for drafting all required submissions to the state including, but not limited to, checklists, superintendent letters, professional costs estimates (in CSI and UNIFORMAT), and project team lists and other necessary documents required by OGA. Note that Colliers will assist with preparation of the PSCCD online estimate.
- F. The firm selected will be required to provide weekly project observation and inspection during construction as outlined in the AIA-B101. The proposal should include the qualifications of the person(s) who will be assigned as the construction administrator for the firm. The person who will be the supervisor/job captain/project architect should be clearly identified and his/her qualifications should also be included in the submission. The firm selected will present periodic briefings on the progress of the project to Westport Public Schools staff on a regular bi-weekly basis.
- G. One construction costs estimate for this project will be provided by the firm selected, or a professional estimator retained by the firm selected as part of the project document deliverables. Firms responding to this request should have adequate size and be sufficiently staffed to perform this assignment, as described above. In addition to those services specified below, the firm selected will provide any additional professional services that may arise and are deemed necessary by the Board.
- H. The firm should arrange for hazardous material testing requirements to identify asbestos containing material (ACM) or polychlorinated biphenyl (PCB), though none are expected to be present. For purposes of the initial proposal, the firm shall perform a visual inspection of the roofs for suspected hazardous containing materials. Should test cuts, sampling of materials, etc. be required, this will be done so as additional services to be negotiated at that time. The initial inspection by the firm shall occur following the award of the design work scope and the inspection will be coordinated with the Westport Facilities Department for timing and access. Each proposer shall submit qualifications for the hazardous materials consultant they intend to utilize.

## II. QUALIFICATIONS STATEMENT

### A. FORMAT AND CONTENTS

1. All responses to this request shall adhere to the requirements set forth herein.
2. In order to provide the requested service to the Board, the firm selected must be able to demonstrate it has the expertise, flexibility, and personnel available to successfully complete the project.
3. The qualifications statement shall demonstrate the ability of the firm to rapidly respond to the needs of the Board. The Board will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may engage a subconsultant for the skills needed. The proposal shall indicate this intention and include the background on any such subconsultant. The Board reserves the right of approval of all subconsultants.
4. The qualification statement format should contain a letter of interest, together with general information on the firm and all proposed sub consultants, an organization chart showing the assignments for this project, the experience of the firm(s) with a description of technical competence, and a resume of key personnel. The section containing the experience of the firm should address the firm's skills and experience in municipal school projects, including roof projects, and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm. Each respondent shall identify what it feels are the five most similar projects that it has successfully completed or is in the process of completing, and for each provide the following: the construction start date, the substantial completion date, the final completion date, the dollar amount of the pre-bid estimate, the actual bid amount, the final construction cost, the number of change orders, and the combined dollar value of all change orders.
5. The section of the qualification statement related to project management should list the personnel that will be in charge of this project, what their specific role(s) will be, provide their resumes and a summary of similar experiences as it relates to that individual's assignment on this project. A description of how the respondent will deal with each element of the work described in this request and the firm's ability to meet time schedules should also be included.
6. A description of how the project will be scheduled should be provided, with the time required for each item on the schedule identified. This section should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Superintendent will collaboratively determine the actual timing and sequence of events in consultation with Colliers Project Leaders. Assumptions with respect to the support that will be

expected from the Board staff and gaining State approval shall be clearly identified.

7. The Board rating committee will rate each firm on the following areas: specialized design and technical competence; capacity and capability to perform the work within the time allotted; past record of performance with respect to such factors as control of cost, quality of work and cooperation with the client; and knowledge of Federal, State, and Town/Board procedures and requirements.

### III. ANTICIPATED SCHEDULE

#### ANTICIPATED SCHEDULE (Subject To Change) Also refer to Exhibit B (GFS Roof Replacement Macro Schedule)

- Issuance of RFP: January 9, 2026
- Pre-bid site visit (**mandatory**): January 23, 2026 at 2:30 p.m.
- RFP questions due by: January 30, 2026 by 4:00 p.m.
- Addenda Issued by: February 3, 2026 by 2:00 p.m.
- Proposals due: by February 12, 2026 no later than 11:00 a.m.
- Design Firm Selection (subject to BOE final approval): February 27, 2026
- Kick-off Meeting: March 9, 2026
- 100% construction documents complete: June 26, 2026
- Code Review Sign Off (estimated): by July 31, 2026
- BOE/BOF/RTM Town Approvals (est.): August 3, 2026 to December 4, 2026
- Construction Bidding (estimated): December 14, 2026
- Bids Due (estimated): January 21, 2027
- Construction Start: no later than June 21, 2027
- Substantial Completion: August 13, 2027
- Final Punchlist Items Complete: August 20, 2027
- First Day of School (Anticipated): August 24, 2027

## IV. SCOPE OF SERVICES

### A. PROGRAM DEVELOPMENT and GRANT APPLICATION

1. The selected Firm shall gather all pertinent information relative to this project with the intent of developing a clear understanding of the needs. Additional information will be gathered from interviews with facilities personnel as well as from a detailed walk through and thorough review of the entire area where roof replacement and exhaust fans are needed, plus the adjacent roof, grounds, parking, and athletic field areas, if required. The firm shall verify actual roof areas and field conditions necessary to successfully design the project.
2. As noted prior, the firm shall perform a visual inspection of the roofs to identify suspect material. Should the hazardous materials consultant find suspect material, the firm shall notify the Superintendent and Colliers immediately to discuss next course of action. Services required beyond the initial visual inspection and report are considered additional services.
3. Subsequent to the information gathering, the selected firm will develop and present roof replacement product and warranty options (program) to satisfy the needs within any financial constraints identified. These program scenarios will include scope identification, cost estimates, schedule information, simple plans, and back up information as needed. Preliminary plans and construction cost estimates will then be presented and revised as requested.
4. The selected firm will coordinate with the Town and provide all required estimates and roof plans required for the grant application.
5. Specific Scope to be addressed.
  - a. Complete removal and replacement of all designated flat roof areas including perimeter metal flashings.
  - b. Specifications and material selections for all existing roof exhaust fans to be replaced and confirm that existing curbing is compatible; redesign of new curbing if required.
  - c. Evaluation of all existing roof pitches and the design of new systems to provide positive drainage to meet code.
  - d. Review of existing roof decks for integrity and structural capacity including snow drift potential.
  - e. Review of any existing wood fascia and recommendation for replacement with waterproof materials.
  - f. Review of existing masonry walls and chimneys directly adjacent to roofing surfaces for condition and potential re-pointing.
  - g. Evaluation of roof drain and piping capacity including the need for redundant drainage

along with design of any additional drainage. This shall include evaluation of drainage infrastructure from the roof leaders to the first external storm drain structure(s) (e.g. storm manhole, catch basin, drywell, etc.). Evaluation beyond the first external storm drain structure(s) is not part of this scope.

- h. Evaluation of existing roof penetrations and required extensions above the roofing surface including pitch boxes for future photovoltaic systems.
- i. Evaluation for condition of all roof top mechanical curbs and replacement as required, including removal and replacement of all existing roof exhaust fans and/or mounted equipment.
- j. Design services to include all applicable codes and all OGA requirements, including all checklists, estimates, meetings, and evaluations (separate line item in fee proposal form).

## B. DESIGN AND SPECIFICATION PHASE

1. The design phase will commence immediately and proceed directly to the 100% construction documents phase. As needed, interim updates and progress meetings will be held with Board personnel to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc. The design team will create job specific details for each portion of the project to ensure that all conditions are coordinated with all roofing levels, flashing conditions etc. Use of manufacturer's standard details or plans by the architect does not relieve them from ensuring the final plans are code compliant and project specific to the field conditions.

2. Final specifications shall be included for all materials, equipment and requirements of the project as required for public bidding, including a draft invitation to bid. A professional architect who is licensed in the State of Connecticut shall prepare, sign, and seal all plans. The plans will be submitted to Town officials, including both the Building Department and the Fire Marshal's Office, for review and approval.

Plans may also be submitted and reviewed with the State of Connecticut Office of Grants Administration. An associated detailed cost estimate shall be prepared and submitted to the Board based on the final plans and specifications.

## C. BID PHASE

1. Following receipt of authorization to proceed from OGA and the Board, the architect shall assist with advertising of the bid documents. This includes procurement of prevailing wage rates from the Connecticut Department of Labor, preparing invitations to bid and other documents as requested by the Board.

2. The firm selected will attend and supervise a pre-bid conference and answer any inquiries regarding the plans and specifications during the bid process. Any necessary addenda needed during the bid process will be prepared by the firm selected and provided to the Board and the printer of the plans and specifications for distribution. All addenda will be posted to the appropriate websites by the Board.
3. Upon bid submission, the firm selected will review all bids received as well as bidder qualifications and references of the lowest bidders. A recommendation regarding the lowest qualified responsible bidders' ability to perform the work and to conform to the standards established in the bid documents will be made.
4. Also, the firm selected will respond to and make recommendations concerning the suitability of any alternate equipment, material, or methods proposed.
5. The firm identified will require construction bids to include value engineering opportunities including options to utilize less expensive material within their bid documents or to provide flexibility of alternative scopes of work as requested by the Board.

#### D. CONSTRUCTION PHASE

1. During the construction phase, the firm selected will provide weekly construction inspections. This will include preparation and submission of written inspection reports, if requested by the Board, for all phases of construction. **PLEASE NOTE REFERENCE TO THIS SECTION IN BID PROPOSAL.** The firm should include a break-out price for 1 visit per week during construction to be billed on a per visit basis.
2. The firm selected will review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, draft all State change orders for signature approval by Board personnel, the roofing contractor, and the State, and review and approve the construction contractor's applications for payment. The firm selected will determine contract completion, recommend project acceptance, and perform other standard architectural services related to this project.
3. The firm selected will be fully responsible to monitor and oversee proper adherence to all environmental regulations and requirements applicable to the project.

## E. OFFICE OF SCHOOL GRANTS ADMINISTRATION

1. Westport Public Schools will be seeking reimbursement from the state of Connecticut through a grant application to the Office of Grants Administration. The architect will be responsible for preparing construction documents necessary to receive permission to bid from OGA, including attending all meetings (assumed to be virtual.)
2. The architect shall provide a separate fee associated with all efforts related to OGA. The architect is not responsible for preparing and submitting state change orders. This will be completed by the Owner.

## **V. SELECTION PROCESS**

A. All firms wishing to be considered for this project shall submit three (3) sets of proposals, including one digital version on thumb drive, based on the format and requirements set forth in this request to the Mr. Elio Longo, Chief Financial Officer, Westport Public Schools, 110 Myrtle Avenue, Westport, CT 06880 before Thursday, February 12, 2026 at 11:00 a.m. All submittals shall be clearly labeled "Architectural Services for Greens Farms Elementary School Partial Roof Replacement and Replace Exhaust Fan Project." The Board reserves the right to reject any or all submittals.

B. Qualified firms will be evaluated based on the following criteria: consideration of the proposer's pricing; experience with work of a similar size and scope; organizational and team structure; past performance data, including adherence to project schedules and budgets and the number of change orders; approach to the work required for the contract and documented contract oversight capabilities; and experience with the State of Connecticut Office of Grants Administration.

C. Each respondent shall be prepared to present, upon request by the Superintendent of Schools, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after the submission of the proposal.

D. The firm selected shall be the one determined by the Board to be the most responsible qualified proposer when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in this request. The Board, at its discretion, shall be the sole determinant of the most qualified proposer.

## **VI. REQUEST FOR PROPOSALS**

A. The Board is exempt from Federal and State excise, transportation, and sales taxes under the laws of the State of Connecticut.

B. Respondents are to submit a fee proposal that contains all costs associated with the project. The fee proposal shall also contain the firm's anticipated payment schedule, identifying the percentage of each phase (design phase through construction phase). A complete list of those items that will be considered reimbursable must be included with the bid. The respondent shall state any assumptions made in developing their costs. The firm shall provide a break-out of the cost for weekly site visits during construction.

C. The fee proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, fax, and telephone numbers.

## **VI. QUESTIONS**

There will be a mandatory walk through on Friday, January 23, 2026 at 2:30 p.m. Interested parties shall meet at the main entrance of the school. Questions may be addressed 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 4:00 p.m. on Friday, January 30, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, February 3, 2026.

## **VII. OTHER**

A. 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.

B. 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.

C. 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.

## **VIII. INSURANCE**

A. 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. EXHIBITS**

- A. Greens Farms Elementary School Aerial Plan
- B. Westport SHS RR Macro Schedule
- C. AIA B101-2017 – Standard Form of Agreement Between Owner and Architect
- D. AIA A201-2107 – General Conditions of the Contract for Construction

**BID PROPOSAL FORM for ARCHITECTURAL SERVICES**  
**#26-013-RFP**  
**GREENS FARMS ELEMENTARY SCHOOL**  
**PARTIAL ROOF REPLACEMENT AND EXHAUST FAN REPLACEMENT PROJECT**

<b>1. Base Design Fee (inclusive of Section IV, Scope of Services A-E)</b>	\$
<b>2. Weekly project observation and inspections, including reports, through duration construction (assume 10 weeks)</b>	\$
<b>3. Cost for inspections in excess of weekly inspections covered within line above (to be invoiced per visit)</b>	\$
<b>4. Cost for visual inspection of the roofs for suspected hazardous containing materials</b>	\$
<b>5. Cost for construction estimate (performed internally or by a professional estimator)</b>	\$
<b>Total Fee (exclusive of item #3 above)</b>	\$

**List of any reimbursable expenses and/or anticipated costs:**

1. \_\_\_\_\_
2. \_\_\_\_\_

Receipt Confirmation of Issued Addendum:

Addendum #1 \_\_\_\_\_  
 Addendum #2 \_\_\_\_\_

Dated \_\_\_\_\_  
 Dated \_\_\_\_\_

**Firm Name and Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone #	Fax#
Authorized Official (printed):	
Authorized Signature:	
Title:	
Date Submitted:	