

**WESTPORT PUBLIC SCHOOLS CONNECTICUT**



**REQUEST FOR PROPOSALS  
FOR**

**STAPLES HIGH SCHOOL**

**Design Services for Installation of Fiber Runs and  
Wireless Access Points to the Athletic Fields**

**WESTPORT, CT 06880**

**#26-011-RFP**

**Issued for Bid: February 10, 2026**

# REQUEST FOR PROPOSALS

FOR:

## STAPLES HIGH SCHOOL

### **Design Services for Installation of Fiber Runs and Wireless Access Points to the Athletic Fields**

# 26-011 RFP

The deadline for submission of proposals is **Tuesday, March 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:           **#26-011 RFP**

Due:           **March 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 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:	Tuesday, February 10, 2026
Pre-Bid Review Meeting on Site- <b>Mandatory</b> :	Thursday, February 26, 2026 at 3:00 p.m.
(Meet at the front of Staples High School-Door #1 at Main Lobby)	
Deadline for Questions:	Friday, March 6, 2006 at 1:00 p.m.
Answers Issued By Addendum:	Tuesday, March 10, 2026 by 2:00 p.m.
Proposals Due:	Tuesday, March 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 conversion of the existing Ruckus wireless system to an Aruba wireless system and equipment, connected via fiber that includes and supports PoE (power over ethernet) to the access points. These devices and system are to provide both public and internal wireless access coverage at the existing Staples High School stadium field, track, baseball field, Loeffler Field, Ginny Parker Field, and the front tennis courts. The design should support dedicated signal strength or a “hard wired” solution for electronic ticket sales/collection points.
- B. The design shall also provide drawings and specifications to address running additional buried fiber runs and power from the existing internal IT closets to termination points, with supporting infrastructure as needed, for live streaming at each field and both tennis court locations. A map of the fields with the exact locations of the termination points and IT closets will be provided at the mandatory Pre-bid meeting. The end point equipment for live streaming will be sourced separately.
- C. Currently, the existing Ruckus system has a total of 6 WAPs across all of the back fields, with nothing present at the front tennis courts, and there is no public Wi-Fi access on this network as it is designed for internal use only.
- D. Staples High School is located at 70 North Avenue in Westport, Connecticut.

- E. 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.
- F. A mandatory site review meeting is scheduled for 3:00 p.m. on Thursday, February 26, 2026. Meet at the front of the Staples High School at the Main Lobby and we will proceed as a group to review the locations of this design scope.
- G. The designer shall also provide a professional cost estimate for the installation and construction scope of work based on their design.
- H. The Town of Westport presently intends to schedule this scope of work beginning in the late spring or summer of 2027 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:
  - The design (drawings and specifications) of an Aruba system to provide public and internal wireless access coverage for the existing rear stadium field, track, baseball field, Loeffler Field, Ginny Parker Field, and both front tennis courts for bidding and construction.
  - Provide drawings and specifications to address running additional buried fiber runs and power from the existing internal IT closets to termination points, with supporting infrastructure as needed, for live streaming at each field and both tennis court locations
  - Provide drawings and specifications documenting the proposed pathways for IT and power infrastructure to support proposed wireless and wired field upgrades.
  - Ability of the Aruba system to provide on-line ticketing for sporting events.
  - This wireless system should be able to be controlled/scheduled for when guest wireless access is on and off for additional security control. Access to the system should not be available to people randomly located at any of the adjacent parking lots or private properties, etc.
  - The selected firm shall provide the necessary drawings and specifications to address:
    1. The IT and electrical drawings and specifications to address all required scope of work both internally and externally after an analysis of any additional equipment needs in the internal closets to support the external runs/WAPs.
    2. Electrical drawings, including floor plans with additional branch power panel(s), feeders from existing panels to branch panels, circuits from branch panels to major electronic equipment, feeder sizes, power devices, receptacles, branch circuiting and panel schedules.
    3. Power single-line diagram including normal power distribution and feeder sizes.
    4. Necessary power needs for new Aruba system, while also considering potential future expansion of security cameras to the rear field areas.
    5. Connection and feeds to a proposed new external Concession Stand to be located by the fields.
  - The selected firm shall provide all associated drawings, specifications and bid package documentation required of the contractor to perform the work.
  - Provide a professional cost estimate to address the full construction scope of work based on the Construction Document package.
  - 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) 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 Friday, March 6, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, March 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.
- 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. Project Macro Schedule

## EXHIBIT 1 – Fee Proposal Form

Westport Public Schools  
 Design Services for Installation of Wireless Access Points to the Athletic Fields at Staples High School  
 # 26-011 RFP

<b>Scope of Work</b>	<b>Fee</b>
Review existing conditions and obtain documentation of existing conditions and areas.	\$
Provide final bid documentation (including all required design drawings, specifications, and bid package documents) for construction as delineated within the Scope of Basic Services and noted within Section IV.	\$
Provide a professional cost estimate for the associated scope of work within the construction documents	\$
Participate in contractor pre-bid walk through and provide bidding support during bidding and negotiation phase and RFIs (anticipated for early fall of 2026).	\$
Provide pricing for construction administration (anticipated for a late spring/early summer of 2027 start), including shop drawings and submittals, construction oversight (assume one site visit per week for 10 weeks), RFIs, change order reviews, and invoicing review and approval for the scope of work.	\$
Provide pricing for close out documentation (provide final record as-builts, and review of contractor’s maintenance manuals to owner) scope of work.	\$
Costs for any additional scope of work items not included or referenced on breakdown above (be specific)	\$
<b>Total Fee</b>	<b>\$</b>
Reimbursable Expenses, if any, not included in Fees above (be specific):	\$
Receipt Confirmation of Issued Addendum:	
Addendum #1 _____	Dated: _____
Addendum #2 _____	Dated: _____
Print Name (Authorized Representative of Company)	Date
Signature (Authorized Representative of Company)	Date

