WESTPORT PUBLIC SCHOOLS
CONNECTICUT

REQUEST FOR DESIGN PROPOSALS
FOR

BEDFORD MIDDLE SCHOOL

Gymnasium Masonry Pier Repairs
and

SAUGATUCK ELEMENTARY SCHOOL

Exterior Concrete Wall Repairs

WESTPORT, CT 06880

#26-022-RFP

Issued for Bid: June 9, 2026

REQUEST FOR DESIGN PROPOSALS

FOR:

BEDFORD MIDDLE SCHOOL

Gymnasium Masonry Pier Repairs
and

SAUGATUCK ELEMENTARY SCHOOL

Exterior Concrete Wall Repairs

RFP # 26-022

The deadline for submission of proposals is **Tuesday June 30, 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: **#26-022 RFP**

Due: **June 30, 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).

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, June 9, 2026
Deadline for Questions:	Tuesday, June 23, 2026 at 1:00 p.m.
Answers Issued By Addendum:	Wednesday, June 24, 2026 by 2:00 p.m.
Proposals Due:	Tuesday, June 30, 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 any necessary specifications to address (1) the repairs required to the masonry piers within the existing Gymnasium space at the Bedford Middle School, and (2) the repairs to the spalled section on the exterior South wall of the Auditorium and to the base of the exterior masonry wall of the existing Cafeteria Platform space at the Saugatuck Elementary School. These existing conditions can be observed in the photos included within Exhibit 2.

B. Bedford Middle School is located at 88 North Avenue and Saugatuck Elementary School is located at 170 Riverside Avenue in Westport, Connecticut.

C. 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.

D. There is no formally scheduled pre-bid site review meeting for this scope of work. If the designers are interested in visiting either of these two school sites, please coordinate this date and timing with the Facilities Department (contact is William Gonzalez at 203-341-1270) to schedule a visit to either of these two school sites. Note that the district's last day of school is June 18, and they will be closed on June 19 for the holiday.

E. The designer shall also provide a professional cost estimate for this work scope based on their design.

F. Once selected, the design firm will meet with the designated Facilities staff members to review the sites and extent of the design scope for these two school locations.

G. 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 four weeks, with completion in advance of the start to 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 corrective repairs to the existing masonry piers within the Bedford Middle School Gymnasium.
  2. The corrective repair to the spalled section of foundation at the South wall of the Saugatuck Elementary School Auditorium, and
  3. The corrective repairs to the exterior support wall of the Saugatuck Elementary School Cafeteria Platform.
- The selected firm shall provide all associated drawings and specifications 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 Tuesday, June 23, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Wednesday, June 24, 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. Photographs of Existing Conditions
3. Macro Schedule

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools
Design Services for Masonry Repairs at Bedford Middle School and Saugatuck Elementary School
RFP # 26-022

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 construction renovations scope, broken down by labor and material costs and based on the design.	$
Participate in contractor walk through and provide bidding support (anticipated late summer of 2026).	$
Provide pricing for construction administration (anticipated for summer of 2027 start), including construction oversight (assume one site visit per week for 4 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

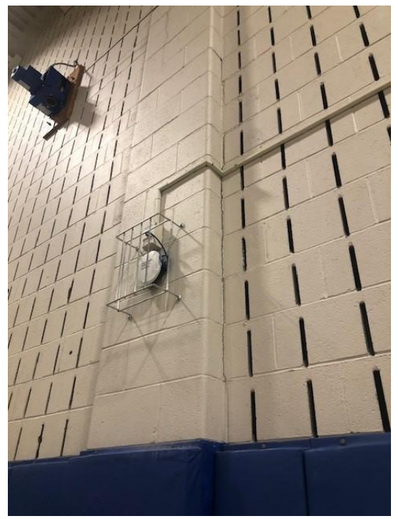
EXHIBIT 2

Photographs of Existing Conditions

BEDFORD MIDDLE SCHOOL
Gymnasium Masonry Pier Repairs

Existing Conditions





SAUGATUCK ELEMENTARY SCHOOL
Exterior Concrete Wall Repairs

Existing Conditions






EXHIBIT 3

Westport Public Schools
CIP Plan Project Schedule

Bedford Middle School (BMS-012) and Saugatuck Elementary School (SES-006)
Design Services for Masonry Repairs

