**RFP 20-979T**

**REQUEST FOR PROPOSALS**

**COMMISSIONING AGENT SERVICES**

**FOR REHABILITATION OF**

**COLEYTOWN MIDDLE SCHOOL**

**Deadline for Response – 2:00 PM Friday October 11, 2019]**

**1. OVERVIEW OF PROJECT:**

Coleytown Middle School, (CMS), located at 255 North Avenue in Westport, has experienced high humidity issues, due to current HVAC issues and building exterior envelope problems. In September 2018, school administration determined that the school must be closed to students indefinitely to evaluate the school. Since that time the Westport Board of Education has commissioned a preliminary study of the issues, The Town of Westport has commissioned a peer review, and an independent Town appointed committee has prepared a separate independent review of current conditions. The general results of these studies point to three main problems to be addressed: a) The HVAC system, b) moisture incursion and air leakage through portions of the building envelope, and c) site work improvements to direct water away from the building.

The Town is soliciting qualification~~s~~ statements from Commissioning Agents. The Commissioning Agent will be expected to provide services during pre-construction, construction, acceptance and post acceptance. The CMS Building Committee and the Department of Public Works will recommend an individual or firm as the Commissioning Agent to the Town Board of Selectmen who can obligate the Town. An agreement will be signed between the Town of Westport and the Commissioning Agent that is inclusive of all the provisions of this RFQ/RFP document. The Town’s project framework, and ultimate expectations are more clearly detailed below.

Schematic Design was completed on May 31, 2019. Final Funding was approved by the Town of Westport governing bodies on July 16, 2019. Due to the emergency status granted for this project by the State, the A/E team have been preparing final design documents for bid. Final Design documents are expected to be completed by October 1, 2019.

**Copies of the complete RFP documents and information may be downloaded at the Town of Westport website** [**www.westportct.gov**](http://www.westportct.gov)

Richard Kotchko

Purchasing Officer