

**REQUEST FOR QUALIFICATIONS
COMMISSIONING AGENT SERVICES
SANFORD HIGH SCHOOL AND TECHNICAL CENTER**

Sanford School Department wishes to procure commissioning agent services for a new high school and technical center in Sanford, Maine. The facility is expected to be approximately 323,810 square feet and two stories in height. It will accommodate 9th – 12th grade students.

The architect of record is Lavallee Brensinger of Manchester, New Hampshire.

Construction is scheduled to begin in Spring 2016. Substantial Completion is anticipated July 2018. Construction Cost is estimated at approximately \$78M. The project is at the 50% complete construction documents phase.

Sanford School Department is seeking commissioning agent services to ensure that mechanical, electrical, plumbing, and building envelope systems are complete and functioning properly upon occupancy, and that the Owner's staff has adequate system documentation and training.

Evaluation criteria for qualifications are based on:

- Proposed approach to the Project
- Past experience in performing commissioning agent services for similar projects
- Experience of the staff to perform the services required by the Project

Fees shall not be included in the response to this RFQ. Fees shall be negotiated with the firm determined by the Selection Committee to be the most qualified for these services.

Sanford School Department intends to invite three to five companies to interview with the Selection Committee.

The companies that are selected will receive a Scope of Work document so that the company understands what is expected prior to the interview. Questions regarding this commissioning project will be addressed at the interview.

Interested parties should submit six copies of their qualifications package on or before 2:00 p.m. Monday, September 14, 2015 to:

David Theoharides
Superintendent of Schools
Sanford School Department
917 Main Street, Suite 200
Sanford, Maine 04073