

**REQUEST FOR QUALIFICATIONS
COMMISSIONING AGENT SERVICES
CAPE ELIZABETH SCHOOL DEPARTMENT**

Cape Elizabeth School Department wishes to procure commissioning agent services for the construction of the New Cape Elizabeth Middle School, and renovations and additions to the Pond Cove Elementary School.

- New Cape Elizabeth Middle School (Approximately 110,000 SF)
- Pond Cove Elementary School (Existing/Renovation: Approx. 42,500 SF; Additions: Approx. 5,000 SF)

The architect of record is Harriman of Auburn, Maine.

Construction is scheduled to begin in Spring/Summer 2026; Substantial Completion is anticipated for the buildings in late Summer 2028, and the entire project which also includes the demolition of the current Middle School and associated project sitework in Summer of 2029. The building construction cost is estimated at approximately \$50.3M for the Cape Elizabeth Middle School and approximately \$9.1M for the Pond Cove Elementary School scope. The site construction cost is estimated at approximately \$11M. The projects are in the Design Development phase. Construction Documents will be completed around May 2026.

Cape Elizabeth School Department is seeking commissioning agent services to ensure that mechanical, electrical, plumbing, building envelope, and safety and security systems are complete and functioning properly upon occupancy, and that the Owner's staff has adequate system documentation and training. Commissioning efforts shall also satisfy the requirements of the current energy codes in effect.

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.

Cape Elizabeth School Department may invite the highest ranked 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 email a pdf copy to afuller@capeelizabethschools.org AND submit five paper copies and a digital copy on a thumb drive of their qualifications package on or before 2PM on Friday September 19, 2025 to:

Superintendent Record, Cape Elizabeth School Department, 320 Ocean House Road, Cape Elizabeth, ME 04107