

**Request for Qualifications and Proposals
Information for Commissioning Agents**

The Saco School Department wishes to procure Commissioning Agent services for the Saco Elementary School and Saco Primary School project in Saco, Maine.

Project Description

The school construction project consists of a new, 2-story, 1st - 5th grade elementary school building of approximately 165,435 square feet and a new, single-story, pre-K/ kindergarten primary school building of approximately 60,305 square feet on a single site, with associated on-site improvements. The construction consists of; excavation; utilities; paving; playgrounds; landscaping; concrete foundations; steel structure; brick veneer and unit masonry; metal siding; fiber cement panel siding; vinyl siding; building insulation; doors, frames, aluminum windows, and aluminum storefront; membrane and metal roofing; interior partitions; finishes; gym equipment; kitchen equipment; electric traction elevator; and complete fire suppression, mechanical, plumbing, security access, instructional technology and public address systems including incidental work. The project will also include off-site intersection improvements, adjacent to the school site, which will be implemented under a separate construction contract. The construction cost is approximately \$100,000,000. Construction duration is expected to be approximately 29 months.

Commissioning Services

The scope of commissioning services for this project is identified in specification section 019113 GENERAL COMMISSIONING REQUIREMENTS.

Issued for Construction documents can be downloaded here:

[Saco ES & PS IFC](#)

Anticipated Schedule

RFQ responses due	1/14/2026
Short-listed Cx notification.....	by 1/21/2026
Cx interviews	1/26/2026 to 1/30/2026
Cx selection.....	2/4/2026
Agreement approved.....	by 2/18/2026

Construction completed by 4/7/2028

Project duration.....11/12/2025 – 4/7/2028

Interested firms should submit one electronic copy of a Letter of Interest with a Statement of Qualifications which includes responses to Selection Criteria below.

The Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to sacoschools@oakpoint.com so as to be received not later than 1:00 PM on January 14, 2026.

Selection Criteria

A. Qualifications to undertake this project

Professional experience in general. Quality of services.

Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity.

Discuss each of the above especially as it relates to the work of this project.

B. Project experience

List of similar projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.

C. Project team

Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit.

D. Workload projection

General illustration or statement of the ability of the project team to respond to this project schedule.

E. Fees / hourly rates

Estimated fees, as an hourly rate for each proposed individual, and total fee estimates for the duration of the project, broken down by school and task.

F. Business references

List of business references other than those listed above,

Review / Selection Process

The Owner will review qualifications and base evaluations on:

Company and Personnel Qualifications

Proposed Project Approach

Project Experience

Fees / Hourly Rates

The Owner intends to create a short list of candidates to be interviewed after the initial review. After the interviews, the Owner will refine the initial scoring to rank the candidates and will negotiate a contract agreement with the highest ranked candidate.