**REQUEST FOR QUALIFICATIONS**

**COMMISSIONING AGENT SERVICES**

**SUMNER MEMORIAL MIDDLE/HIGH SCHOOL**

RSU 24 wishes to procure commissioning agent services for a new middle/high school in Sullivan, Maine. The facility is expected to be approximately 105,000 square feet and up to two stories in height. It will accommodate 6th – 12th grade students.

The architect of record is CHA Architecture in Portland, Maine.

Construction is scheduled to begin in Summer 2020. Substantial Completion of the building is anticipated in May of 2022. The Building Construction Cost is estimated at approximately $28M. The project is at the construction documents phase.

RSU 24 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.

RSU 24 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 four copies of their qualifications package on or before 4PM on Monday, December 16, 2019 to:

David L. Bridgham, Business Manager

Regional School Unit #24

2165 U.S. Highway 1

Sullivan, ME

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