



**REQUEST FOR QUALIFICATIONS (RFQ #3117)
COMMISSIONING AGENT SERVICES
FRED P. HALL ELEMENTARY SCHOOL**

INTRODUCTION

Overview

Portland Public Schools wishes to procure commissioning agent services for a new elementary school in Portland, Maine. The facility is expected to be approximately 85,000 square feet and two stories in height. It will accommodate Pre-K – 5th grade students.

The architect of record is Oakpoint Associates of Biddeford, Maine.

Construction is scheduled to begin in the Spring of 2017. Substantial Completion is anticipated in August 2018. The Building Construction Cost is estimated at approximately \$20M. The project is at the 30% complete construction documents phase.

Portland Public Schools 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. In addition, the project will be seeking LEED Certification.

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.

Portland Public Schools 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.

SUBMISSION

1. **Submittal Deadline.** Written Statements of Qualifications and Fee Schedules must be received no later than **Tuesday, November 15, 2016 at 3:00 PM**, by the Purchasing Department, City of Portland, 389 Congress Street, Portland, ME 04101. Late, unsigned bids or bids submitted electronically shall not be accepted. Proposals from vendors not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a vendor receive this Request from a source other than the City, please contact 207-874-8654 to ensure that your firm is listed as a vendor for this RFQ.
2. **Submittal Copies.** One (1) original and three (3) copies must be submitted in a sealed envelope and include cover sheet and any additional forms included in the Appendices. The envelope must be clearly marked "City of Portland Commissioning Agent Services Fred P. Hall Elementary School."

EQUAL EMPLOYMENT OPPORTUNITIES

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and all other applicable laws, including the Maine Human Rights Act, ordinances and regulations regarding equal opportunity and equal treatment.

INSURANCE REQUIREMENTS

The successful bidder shall agree to defend, indemnify and save the City harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City, and naming the City as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

GENERAL

It is the custom of the City of Portland, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. If your organization prefers to receive payment via electronic transfer rather than by check, please see the web link below* and include that EFT form with your bid submission. In submitting bids under these specifications, bidders should take into account all discounts; both trade and time allowed in accordance with this payment policy and quote a net price. The City is exempt from the State's sales and use tax as well as all Federal excise taxes.

* <http://www.portlandmaine.gov/DocumentCenter/Home/View/817>

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Bidders who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

October 17, 2016

Matthew F. Fitzgerald
Purchasing Manager

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**** THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL ****

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the City of Portland is directly or indirectly interested in this proposal or in any anticipated profits which may be derived there from.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The bidder acknowledges the receipt of Addenda numbered: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER:

STATE OF INCORPORATION, IF APPLICABLE: _____

FEDERAL TAX IDENTIFICATION NUMBER (Required): _____

NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.