

Request for Commissioning Services Proposal

Boothbay-Boothbay Harbor: Elementary-Middle School

236 Townsend Ave,

Boothbay Harbor, Maine, 04538

Issuance Date: October 16, 2026

Closing Date: November 16, 2026

General Information

Dirigo A/E, on behalf of AOS 98 (Owner) requests written proposals to secure lighting controls and HVAC systems commissioning agent (CxA) services for the **classroom and administration office addition and school renovation project in Boothbay Harbor, Maine**. Dirigo A/E is serving as the Owner's Representative for this project.

The Owner is committed to commissioning this facility to systematically optimize the building and ancillary systems so that they operate efficiently and effectively in accordance with the Owners Project Requirements, and that the facility staff has adequate system documentation, and training. It is the intent of the Owner to ensure that the fundamental systems are calibrated and operating as required to deliver functional and efficient performance.

The project is a 98,052 gross sqft., 2 story school building. The facility is comprised of 3 wings (Attachement A), existing building and proposed admin office addition, existing building classroom wing and proposed classroom wing addition. The project is being put out for bid at the end of 2026, and was designed by Lavallee Brensinger of Portland, Maine. The electrical/mechanical/HVAC design is by RFS Engineering of Portland, Maine. The project schedule (Attachment B) is currently anticipated to begin construction in April of 2027, with expected substantial completion in September 2029. Commissioning specifications are expected to start immediately upon Agent selection in order to aid in the bidding phase of the project.

Access to the following information will be made available to the proposers:

1. 50% Construction documents and specifications
2. Access to the site can be made if needed prior to submitting the proposal by contacting:

Zachary Quinn

Dirigo Architectural Engineering

zquinn@dirigoae.com

CxA Scope of Work

The CxA will plan, manage, perform and report on the commissioning activities, utilizing the reporting formats and standardized forms provided by the CxA whenever required. The CxA will submit deliverable report to David Benner (Facilities Manager at AOS 98) and Tom Perkins (Dirigo's Owner's Representative) according to a project schedule set by CxA and agreed upon by Owner. It is extremely important that all commissioning tasks be conducted in a transparent manner and involve the Facilities Director and operations staff to the greatest degree possible. The commissioning authority will be hired by and report directly to the Owner.

The systems to be commissioned but not limited to:

1. Cooling systems
2. Heating systems
3. Air handling systems
4. Ductless split systems
5. Dehumidifiers
6. HVAC controls systems / Building automation
7. VAV boxes
8. Terminal Units
9. Kitchen Hood
10. Lighting controls / Building automation

Commissioning is required as one quality measure of the construction of this building in order to ensure that the final building meets the original intent of the owner's design. The proposer is free to suggest changes and improvements to this process. Following is a summary of the commissioning process and scope of work the owner requests for this project.

Commissioning Process During the Construction Phase

The commissioning process activities accomplished by the commissioning authority during the construction phase include:

1. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
2. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the owner's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the owner's design intent. Assist in resolving any discrepancies.
3. With necessary assistance and review from the installing contractors, develop and write

construction checklists. Submit to Construction Manager and owner for approval.

4. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
5. Review submittals and comment as necessary for conflicts with Project Requirements.
6. Work with contractors in completing construction checklists and tracking of checklist completion.
7. Statistically sample completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the owner's project requirements.
8. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
9. Approve systems startup by reviewing start-up reports and by selected site observation.
10. With necessary assistance and review from installing contractors, write the test procedures. Submit to Owner and Owner's Representative for review and approval.
11. Assist Construction Manager in direction of the subcontractor to execute the tests.
12. Oversee sufficient functional testing of the control system and approve it to be used for TAB, before TAB is executed.
13. Oversee the TAB procedure, performed by a Balancing Technician, to the extent deemed necessary to insure that the design intent is met.
14. Coordinate witness and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
15. Analyze operation of the temperature controls systems to verify performance.
16. Witness and approve manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
17. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification.
18. Maintain a master issues log and a separate testing record. Provide to the Construction Manager and owner with written progress reports and test results with recommended actions.
19. Document the correction and retesting of non-compliance items by the contractor.
20. Reviews the systems manual for achieving the owner's project requirements.
21. Review, recommend pre-approval, and verify the training provided by the contractors.

Commissioning Process During the Occupancy and Operations Phase

The commissioning process activities accomplished by the commissioning authority during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Verify continuing training.
3. Schedule, organize, and attend a lessons-learned workshop. The workshop is facilitated by an independent member of the Commissioning Authority or the Owner.
4. Complete the final Commissioning Process Report.
5. Assist in the development of a preventative maintenance plan, a detailed operating plan or an energy and resource management plan.
6. Return to the site 10 months into the 12-month warranty period. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Commissioning Authority Responsibilities

In addition to duties described above, the commissioning authority (CxA) will have the following responsibilities and authority:

1. Issue deficiency notices and verify that they have been corrected. An Issues Log will be maintained and reviewed at the commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported to the owner.

The commissioning authority (CxA) is not required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the owner any deficiencies or discrepancies.
2. Issue change orders; they do review change orders for compliance with the construction documents. Non-compliances will be reported to the owner.

Desired Qualifications

It is the Owner's desire for the person(s) designated as the site commissioning authority (CxA) to satisfy as many of the following requirements as possible:

- Acted as the principal commissioning authority for at least three projects of comparable size, type and scope.
- Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- Extensive field experience. A minimum of five (5) full years in this type of work is required.
- Knowledgeable in building operation and maintenance and O&M training.
- Knowledgeable in national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- Knowledgeable in test and balance of both air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization.
- Demonstrated experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.
- Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications.
- A bachelor's degree in mechanical or electrical engineering is strongly preferred, and P.E. license is desired. However, other technical training, past commissioning, and field experience will be considered as a substitute.
- Membership and certification as a Certified Commissioning Professional with the Building Commissioning Association is desired but not required.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the designated commissioning authority who is the member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The commissioning authority must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in response to this scope of work.

Terms and Conditions

1. This RFP does not commit the Owner to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.
2. The qualification will become part of the Owner's official files without any obligation on the Owner's part. All responses will be held strictly confidential and shall not be released to the public without written authorization from the bidder.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of AOS 98 or Dirigo for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The proposer must promptly report to the Owner and Owner's Representative of any conditions, transactions, situation, or circumstances that would impede, impair or delay the submission of the qualification, or the proper and timely performance of the work.
7. The Owner reserves the right to cancel this RFP or to reject any or all qualifications received prior to contract award.
8. The Owner reserves the right to request clarification of any qualification after all qualifications have been received. The request can be in the form of oral presentation or personal meetings.
9. The Owner reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. The Owner reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.

Proposal

Proposals need not be voluminous, but shall provide sufficient information to allow the owner to evaluate the consultant's approach, experience, staff and availability.

The proposer shall:

1. Limit their proposal to 20 single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes and the sample work products are not included in this limit.
2. Have the proposal signed by an officer of the proposing firm with the authority to commit the firm.
3. Fill out the attached Commissioning Firm Experience form and the Commissioning Task Listing form (Exhibits 1 and 2) for each firm on the team. List no more than four projects in Exhibit 2.
4. List the individual(s) who will serve as the lead CxA for the design phase and for the construction phase of the contract.
5. Provide resumes for key staff and subconsultants. The resumes shall include specific information about expertise in commissioning tasks, (e.g. design reviews, specification writing, commissioning management, troubleshooting, test writing, test execution, energy management, sustainable design, etc.).
6. Briefly describe "relevant" experience (project phasing, life cycle costing, testing, adjusting and balancing, building simulation, IAQ, campus projects, etc.) of the proposer's team in the following areas. List involvement of key team members.
 - a) projects similar to this one
 - b) O&M experience
 - c) energy-efficient equipment design and control strategy optimization
 - d) project and construction management
 - e) system design (specify)
 - f) troubleshooting
7. Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.
8. As an attachment, provide the following work products that members of the proposer's team developed. List the team member who actually wrote the document and the projects on which they were used. Work from the designated CxA is preferred.
 - a) Commissioning plan that was executed (the process part of the plan)
 - b) An actual functional test procedure form that was executed

9. Provide a statement of proposer's liability insurance coverage (type, and dollar amount of coverage). Proof of this insurance will be required prior to the award of this contract to the winning proposal.
10. Provide a **fixed, lump sum total cost** to accomplish the work for the following phases: Construction and Occupancy and Operations. All task amounts include associated meetings, progress reports and direct costs (travel, mileage, per diem, communications, etc.). Use the budget table shown in Exhibit 3 (or a suitable equivalent) to provide a cost breakdown. Also provide an hourly rate for each team member for work that may exceed the scope. For each phase, provide the percentage level of effort for each primary team member.
11. For planning purposes, the proposer must also provide a cost "estimate" range for the construction and warranty phase tasks using the form below. Also provide an hourly rate for each team member for work that may exceed the scope. For each phase, provide the percentage level of effort for each primary team member.
12. Use the budget table shown in Exhibit 3 (or a suitable equivalent) to provide a cost breakdown.

The respondent must submit:

- 1 electronic copy, signed by authorized person with proposing firm

Proposals must be submitted to arrive no later than close of business, **5:00 p.m. EST**, on **November 16th, 2026** to the attention of Zachary Quinn at the following email addresses:

zquinn@dirigoae.com

Original to be delivered to if desired:

Dirigo Architectural Engineering

Attn: Zachary Quinn

175 Innovation Way

Scarborough, Maine 04074

Selection Process

Owner's staff shall review all proposals and select and rank the three (3) most qualified consultants. The selection and ranking shall be based on the following criteria (not necessarily listed in order of importance):

- | | |
|---|-----------|
| ☐ Past experience in performing similar projects | 25 points |
| ☐ Expertise of the team in performing the services required by the project | 25 points |
| ☐ Management approach | 25 points |
| ☐ Proposed Fee | 25 points |

The owner will negotiate/interview with the highest ranked consultant on the tasks, staffing, schedule, and fee proposal. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked consultant, and if necessary, the third ranked consultant.

Exhibit 1: Commissioning Firm Experience

Please Complete A Separate Form For Each Firm On The Team

Company Name	Contact Person	Title
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Address	City	State	Zip/Postal Code
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Telephone	Fax	E-Mail
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Description of Business

Commissioning Activities

Percentage of overall business devoted to commissioning services _____%

How long has the firm offered commissioning services _____ years

Average number of commissioning projects performed each year: _____ projects

Number of registered engineers on staff who have directed commissioning projects:

The firm has provided commissioning services in the following: (check all that apply)

<u>Building Sector</u>	<u>New Construction Major Renovation</u>	<u>Existing Building Retro/Re</u>	<u>Equipment Replacement</u>
Office or retail	☐	☐	☐
Hospitals	☐	☐	☐
School or Higher Education	☐	☐	☐
Laboratories	☐	☐	☐
Multi Family	☐	☐	☐
Industrial / Manufacturing	☐	☐	☐
Special purpose—prisons, museums, libraries, etc.	☐	☐	☐
Other; Describe	☐	☐	☐

Exhibit 2: Commissioning Task Experience for Similar Projects

Please Complete A Separate Form For Each Firm On The Team

Project (Name, Date, Bldg Size, Type, new or existing)	
Owner Contact (Title, City, State, and Phone)	
Name & Role of Persons(s) Assigned to Project by Firm (identify any sub-consultants)	

	Task	✓	Comments
Commissioning	Developed Owner’s Project Requirements		
	Wrote commissioning plan		
	Wrote commissioning specs		
	Wrote construction checklists		
	Wrote functional test procedures		
	Witnessed and documented functional tests		
	Performed functional tests (hands-on)		
	Wrote systems manual		

	Task	✓	Comments
	Used data loggers or EMS trend logs for testing		
	Developed or approved staff training		
	Reviewed completed O&M manuals		

Management	Commissioning provider was part of the firm		
	Supervised a sub-consultant commissioning provider to our firm.		
	Worked with a commissioning provider hired by others		

	✓	System or Equipment
Commissioning Tasks Performed	☐	Central building automation system
	☐	All equipment of the heating, ventilating and air conditioning systems
	☐	Enhanced Filtration Units
	☐	Scheduled or occupancy sensor lighting controls
	☐	Daylight dimming controls
	☐	Refrigeration systems
	☐	Emergency power generators and automatic transfer switching
	☐	Uninterruptible power supply systems
	☐	Life safety systems (fire alarm, egress pressurization, fire protection)

	✓	System or Equipment
	☐	Electrical (service switchgear, switchboards, distribution panels, transformers, motor control centers, power monitoring and metering, transient voltage surge suppressors, variable speed drives, grounding and ground fault systems, over current protective devices, low voltage busway, thermographic survey, white sound system).
	☐	Domestic and process water pumping and mixing systems
	☐	Equipment sound control systems and testing
	☐	Data and communication
	☐	Paging systems
	☐	Security system
	☐	Irrigation
	☐	Plumbing
	☐	Vertical transport
	☐	Building envelope including the different types of curtain wall assemblies (specify roofing, windows and doors, construction joints, etc.)
	☐	Sustainability features
	☐	Effluent decontamination systems
	☐	Process instrumentation and controls
	☐	Other: Describe as an attachment to this exhibit

Exhibit 3: Budget Table

TASK	Budget (\$)
Construction	
1. Commissioning plan and submittal reviews	
2. Construction checklists; observation of installation and startup	
3. Functional test writing	
4. Functional test execution and documentation	
5. O&M manual review and training review	
6. Compilation of commissioning record	
7. Systems manual development	
8. Other	
SUBTOTAL	
Occupancy and Operations	
1. Seasonal testing	
2. Near-warranty end review	
3. Other	
SUBTOTAL	
TOTAL	

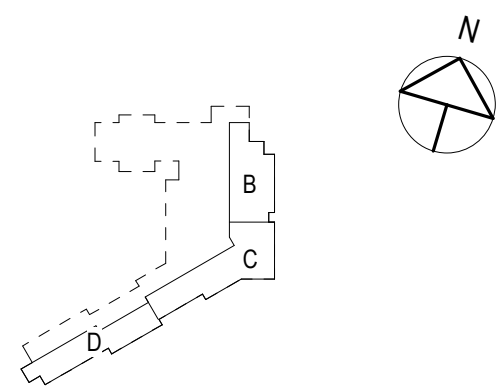
Attachement A – Floor Plans

BOOTHBAY-BOOTHBAY HARBOR CSD

**BOOTHBAY-BOOTHBAY
HARBOR:
ELEMENTARY-MIDDLE
SCHOOL**

236 Townsend Ave, Boothbay Harbor,
Maine, 04538

NO.	DESCRIPTION	DATE



CONTENT: LEVEL 1 FLOOR PLAN - OVERALL	
DRAWN BY:	LBA
PROJECT NO:	21-054-00
DATE:	07/08/2026
REVISED:	
SCALE:	As indicated
A1.01	
Project Phase 100% DESIGN DEVELOPMENT	
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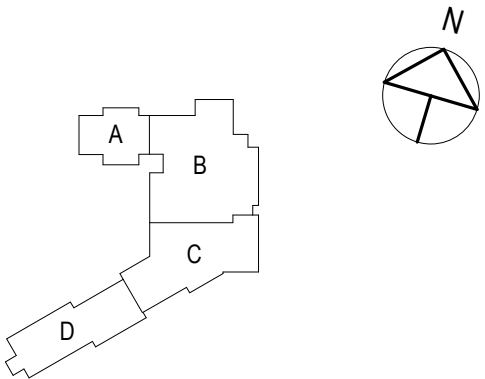


BOOTHBAY-BOOTHBAY HARBOR CSD

BOOTHBAY-BOOTHBAY
HARBOR:
ELEMENTARY-MIDDLE
SCHOOL

236 Townsend Ave, Boothbay Harbor,
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NO.	DESCRIPTION	DATE

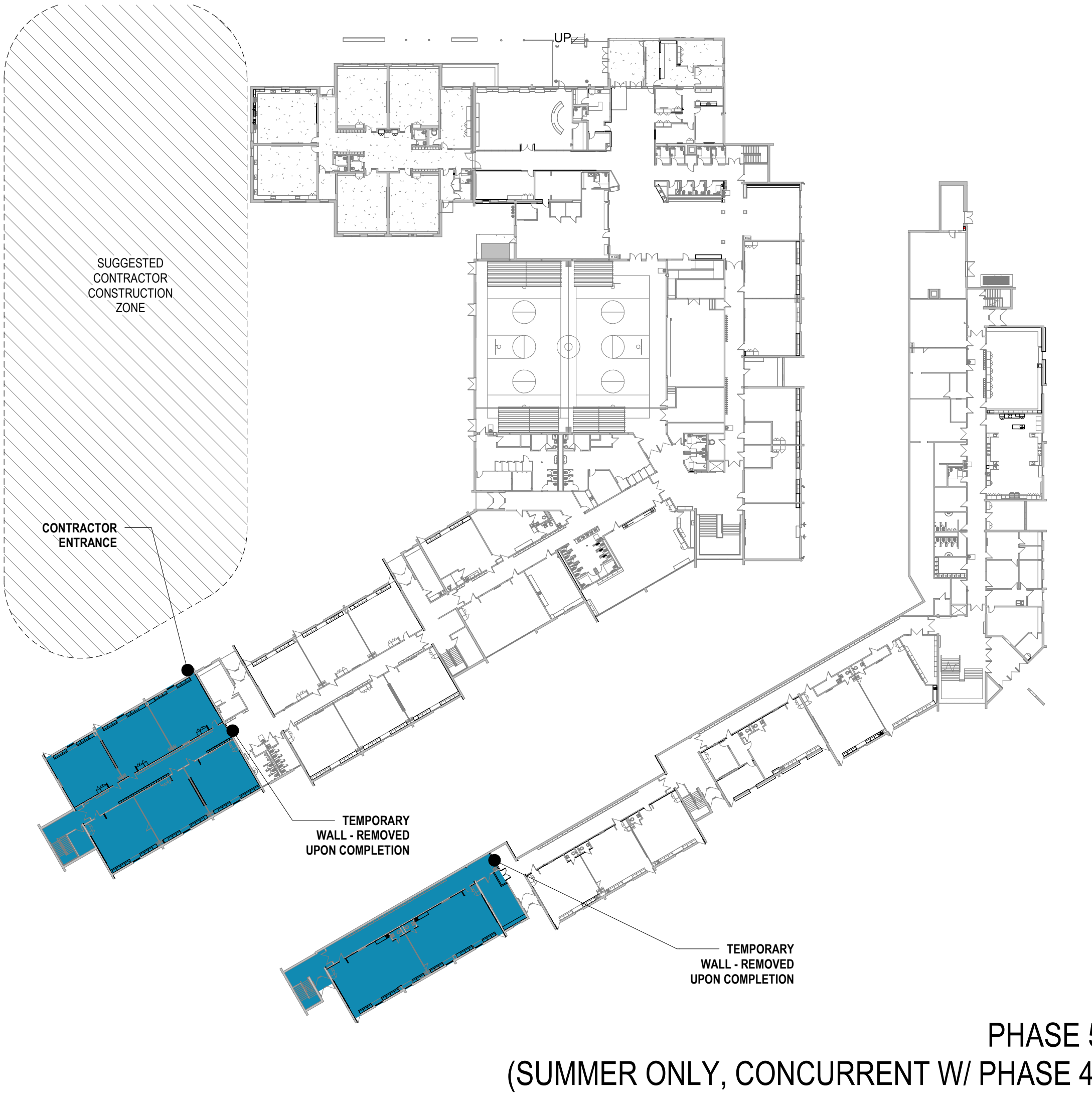
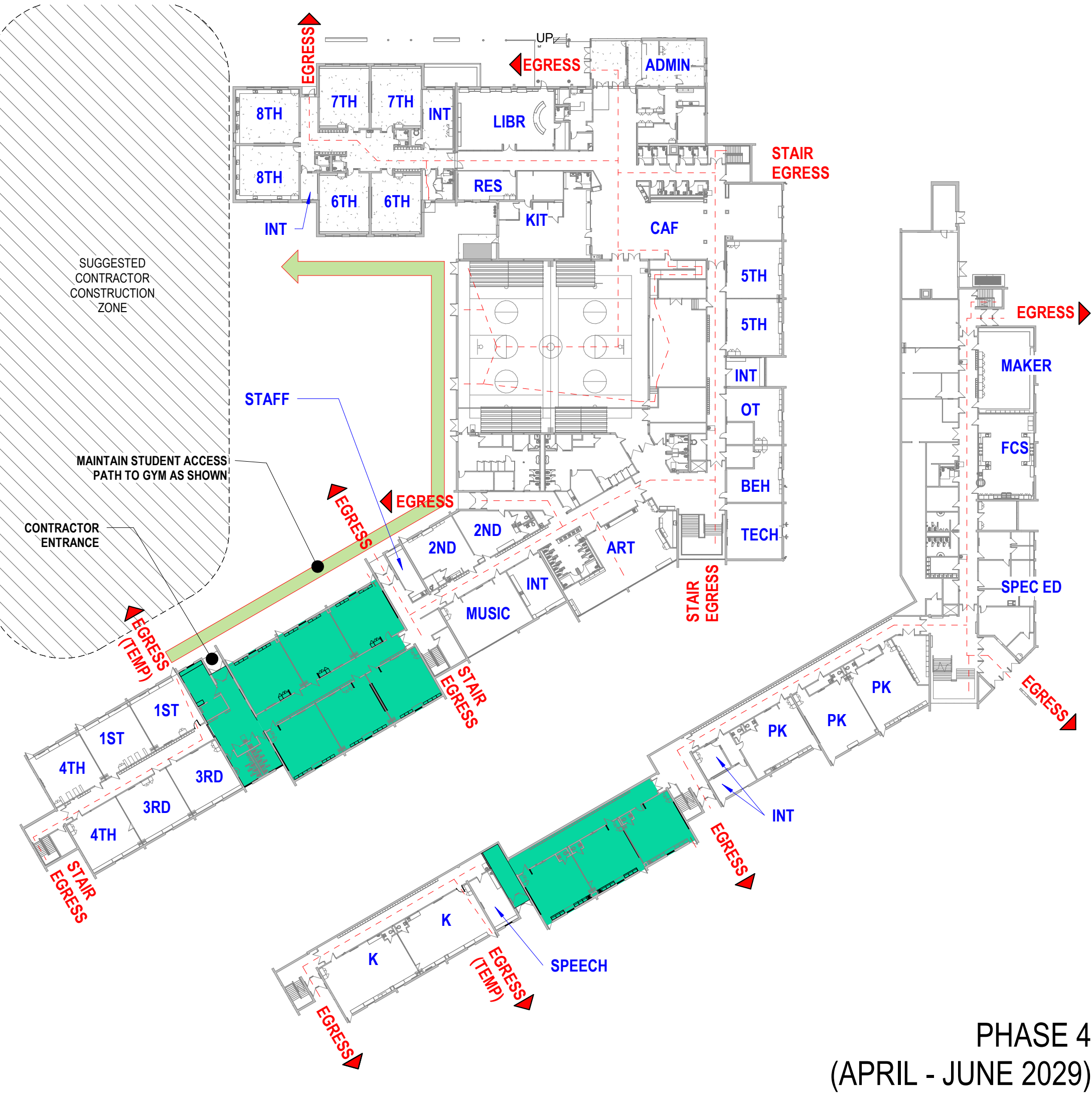
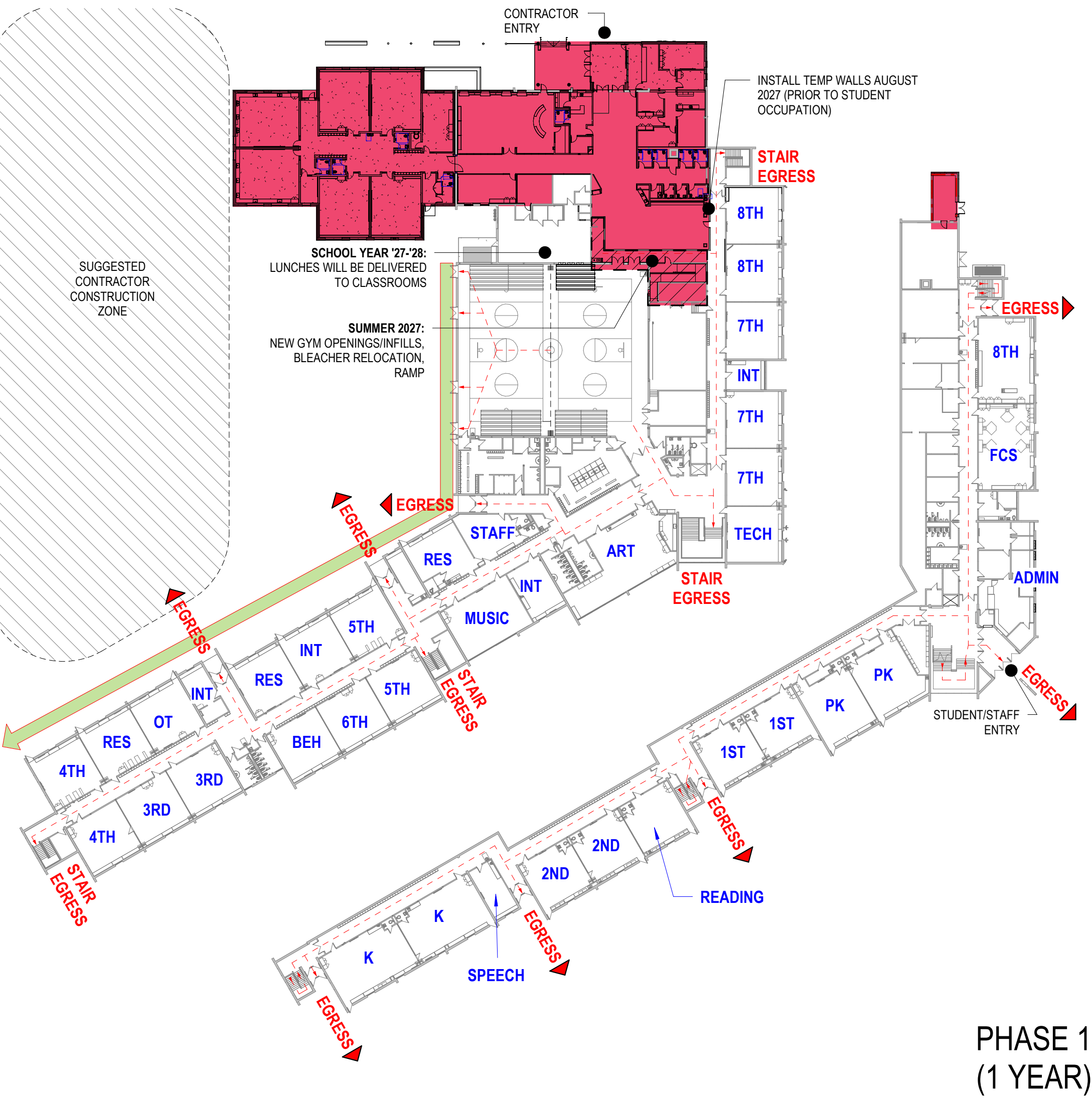
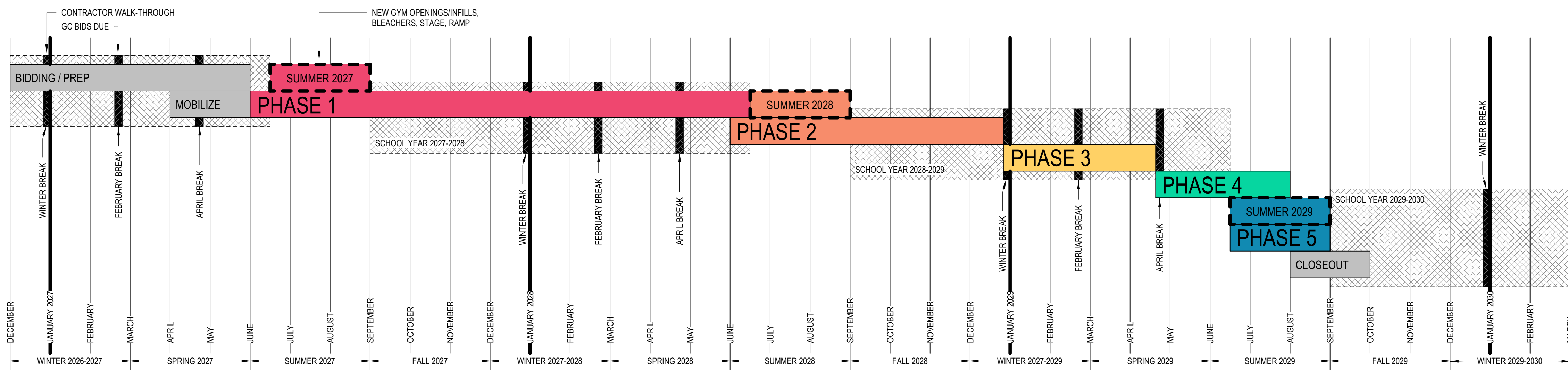


CONTENT: LEVEL 2 FLOOR PLAN - OVERALL	
DRAWN BY:	LBA
PROJECT NO:	21-054-00
DATE:	07/08/2026
REVISED:	
SCALE:	As indicated
A1.02	
Project Phase 100% DESIGN DEVELOPMENT	
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Attachement B – Project Schedule

PROPOSED
PROJECT
SCHEDULE



BOOTHBAY-BOOTHBAY HARBOR CSD

BOOTHBAY-BOOTHBAY
HARBOR:
ELEMENTARY-MIDDLE
SCHOOL

236 Townsend Ave, Boothbay Harbor,
Maine, 04538

NO.	DESCRIPTION	DATE

CONTENT: PHASING PLAN	
DRAWN BY: LBA	
PROJECT NO: 21-054-00	
DATE: 07/08/2026	
REVISED: 	
SCALE: As indicated	
A0.07	
Project Phase 100% DESIGN DEVELOPMENT	
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