

Request for Proposal (RFP): Emergency Generator Assessment & Installation

Issuing Organization: Chattahoochee County School District

Date of Issuance: 10-30-26

Proposal Submission Deadline: 12-18-26

1. Project Overview & Objective

Chattahoochee County School District is seeking competitive proposals from qualified electrical contractors/engineering firms ("Contractors") to provide design-build services for emergency backup generator systems at two (2) school facilities.

The objective of this project is to assess the power requirements of each school, recommend appropriate generator sizing and fuel types, and perform a turn-key installation to ensure uninterrupted operations and emergency backup during power outages.

2. Scope of Work

The Contractor shall provide all labor, materials, equipment, permitting, and engineering required to deliver a complete, turn-key solution. The scope is divided into two phases:

Phase 1: Needs Assessment & Design

- **Site Assessment:** Conduct site visits at both school locations to evaluate existing electrical panels, service entrance capacity, physical space, and local code requirements.
- **Load Sizing & Scoping:** Determine required generator kW capacity based on essential critical loads (e.g., life safety, refrigeration/food storage, IT servers, minimal lighting, and HVAC/heating as designated by the district).
- **Engineered Specifications:** Recommend optimal fuel source (Natural Gas vs. Diesel), automatic transfer switch (ATS) configurations, concrete pad placement, and utility interconnect requirements.

Phase 2: Turn-Key Installation & Commissioning

- **Permitting & Approvals:** Obtain all required local, state, and utility permits.
- **Procurement & Delivery:** Supply commercial-grade outdoor generator units and transfer switches.
- **Civil & Structural Work:** Pour concrete equipment pads, install bollards/fencing where necessary, and ensure proper clearances.
- **Electrical Work:** Complete all conduit, wiring, connections, ATS installation, and panel integrations.
- **Testing & Commissioning:** Perform full load bank testing, factory startup, and operational training for school facilities personnel.
- **Warranty & O&M:** Provide operation manuals and warranty coverage.

3. School Locations & Contacts

- **Facility 1:** Chattahoochee County Education Center (140 Merrell St, Cusseta, GA 31805)
- **Facility 2:** Chattahoochee County Middle High School (360 GA HWY 26, Cusseta, GA 31805)

4. Proposal Submission Requirements

Contractors must submit a proposal that clearly addresses each of the following sections:

A. Contractor Qualifications & Experience

- Company background and licensing information.
- Proof of relevant experience with commercial generator installations (preferably in educational or public facilities).
- References from at least three (3) similar projects completed within the last five (5) years.

B. Technical Approach & Preliminary Assessment Plan

- Detailed methodology for assessing electrical loads and space constraints at each school.
- Proposed project timeline from contract award to commissioning.
- Proposed generator brands/manufacturers (e.g., Kohler, Generac, Cummins, Caterpillar).

C. Cost Proposal & Pricing Structure

To allow for comparison, provide an itemized cost breakdown covering:

1. **Engineering & Assessment Fee:** Cost to conduct site surveys, load monitoring, and detailed engineering plans for both schools.
2. **Estimated Installation & Equipment Range/Cost:** Estimated total cost per school based on preliminary assumptions, itemizing:
 - Generator units & ATS hardware
 - Concrete pad & site prep
 - Labor, electrical wiring, and utility connections
 - Permitting and commissioning
3. **Hourly Rates / Additional Fees:** Rate sheet for key staff (Master Electrician, Project Manager, Laborer) for out-of-scope work.

5. Timeline & Key Dates

Milestone	Date / Time
RFP Issuance Date	10-30-26
Mandatory Pre-Proposal Site Walkthrough	Any time before RFP Deadline
Proposal Submission Deadline	12-18-26

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Cost and Price Fairness.**
- **Plan/Services**
- **Prior Experience**
- **Reliability**

7. Submission Instructions & Contact

Proposals must be submitted electronically (via PDF) or delivered in sealed envelopes no later than **12/18/26 at 12:00pm**

- **Contact Person:** Ray Harralson (Director of Operations)
- **Email:** rharralson@hattco.org
- **Phone:** 706-289-9943
- **Mailing Address:** 326 Broad St, Cusseta, GA 31805