



**GEORGETOWN**  
INTERNATIONAL ACADEMY

Tract 'C', Block XXX South  
Railway Embankment Road  
Georgetown, Guyana

# Request For Proposal (RFP)

**Title:** Electrical Services for Georgetown International Academy (GIA)

**RFP Issue Date:** March 2, 2026

**Proposal Due Date:** March 11, 2026

**Period of Performance:** TBD - late summer

**Primary Point of Contact:** Sarah Pfund ([pfund@giagy.org](mailto:pfund@giagy.org))

## 1. Introduction & Background

Georgetown International Academy (GIA) is a private, international PK-12 school located in Georgetown, Guyana.

In 2026, the school will construct the shaft for and install an 8-person, 630kg elevator. This RFP invites qualified firms to submit proposals for the required electrical work.

Below, applicants will find the scope of work, submission requirements, and evaluation criteria for the selection process. Applicants must submit final proposals to GIA no later than **March 11, 2026**. Late submissions will not be accepted.

## 2. Project Overview

The installation of an elevator at GIA is critical to ensuring the school remains accessible to all. The elevator to be purchased is an 8-person Otis Gen2 Regen EXT 630kg elevator with front entrances (doors) only.

This elevator required three-phase power, which in Guyana is typically by a 208 or a 220 volt, five-wire supply. This will then be connected to an OTIS-supplied transformer, which will take the voltage to 380 volts. The electrical contractor will be responsible for identifying an appropriate location for the transformer and running the cables to the top of the elevator shaft to a suitable isolator.

The elevator install team will make the connection between the isolator and the elevator

controller. If GIA determines that an emergency phone dialer is required, the electrical Contractor will need to ensure the entire shaft is equipped with network cable and suitable signal.

GIA highly encourages applicants to discuss how they plan to provide required services in their proposal submissions.

### **3. Scope of Work**

The selected firm (“Contractor”) shall provide full electrical services to Georgetown International Academy for the installation of a new elevator. Services shall be provided from initial concept through construction administration, as outlined below. The Contractor is expected to collaborate closely with GIA leadership, the Project Manager, and all relevant consultants to ensure the successful delivery of the project.

This scope is intended to define minimum expectations and does not preclude applicants from recommending additional services they believe are necessary to achieve the project objectives.

#### **Phase 1: Needs & Conditions Assessment**

The Contractor shall:

- Conduct site visits to the proposed building site.
- Review available as-built drawings, electrical information, and building systems documentation.
- Assess existing electrical conditions, including the availability of three-phase power, requirements for elevator-to-generator connection, and fire system integration.
- Identify any required electrical upgrades to support successful project completion
- Engage with GIA leadership and key stakeholders to confirm electrical requirements, security considerations, and operational constraints.

#### **Phase 2: Preconstruction**

The Contractor shall:

- Provide a detailed schedule of and phased approach to proposed work
- Provide all power wiring to the elevator controller and coordinate final connections with the elevator installation contractor
- Notify GIA of any discrepancies, omissions, or coordination issues prior to the commencement of work
- Provide required communication writing for elevator emergency phone and monitoring systems (if applicable)
- Coordinate with the construction Contractor to ensure proper implementation of the as-built drawings.

- Confirm proposed plans with elevator manufacturer and install team

### **Phase 3: Plan Approval**

The Contractor shall:

- Seek approval for the Phase 2 documentation, incorporating feedback from GIA leadership and other stakeholders as applicable
- Ensure required permits are in-place (if applicable) and that all plans for construction comply with applicable codes, regulations, and local laws.
- Prepare the team and all equipment for the Construction Phase

### **Phase 4: Construction**

The Contractor shall:

- Implement electrical work according to approved plans, ensuring that installation does not interfere with school days (e.g., noise control, power shutdowns)
- Participate in meetings with the Project Manager and/or GIA leadership as requested
- Submit to internal quality control reviews throughout the life of the build
- Coordinate and attend all required electrical inspections
- Submit all closeout documentation to GIA as required

### **General Coordination Requirements**

Throughout all phases, the Contractor shall:

- Maintain regular communication with GIA and the Project Manager.
- Coordinate with all contractors to minimize conflicts and mistakes.
- Integrate child safeguarding, campus security, and operational constraints into all construction plans.

## **4. Proposal Requirements**

Final submissions must include:

### **Project Team**

- Company profile or Contractor CV
- Proposed project team and their specialties (MEP, electrician, surveyor, etc.)
- Description of relevant experience

### **Project Approach**

- Proposed approach and methodology

### **Project Logistics**

- Proposed project schedule - to include critical milestones such as site-visits and deliverable dates
- Quality control and risk mitigation plan
- Proposed fee structure & cost breakdown

### **Addendums**

- Signed Child Safeguarding Agreement (available below)
- Proof of insurance / licensing

## **5. Evaluation Criteria**

Proposals will be evaluated based on the following weighted criteria:

- Relevant Experience (25%)
- Proposed Approach (35%)
- Project Delivery Strategy and Schedule (15%)
- Security Planning & Risk Mitigation (10%)
- Cost (15%)

## **6. Additional Requirements**

- **Mandatory Site Visits:** The chosen Contractor is required to conduct on-site visits to GIA as part of the planning process. Site visits should be built into the proposed project timeline.
- **Insurance:** Awardees must carry and maintain appropriate insurance levels, including general liability, worker's compensation, and professional liability, as relevant.
- **Warranty:** Provide a minimum one (1) year warranty on workmanship and materials from the date of substantial completion.
- **Personal Protective Equipment (PPE):** The use of relevant PPE is mandatory while on-site.
- **Child Safeguarding Policy:** GIA is committed to maintaining a safe and secure environment for all students. All contractors, vendors, consultants, and any individuals working on behalf of this project are required to support and uphold the school's child

safeguarding standards and practices. A signed Child Safeguarding Agreement on behalf of all company employees is required before beginning work.

- **Conflict of Interest:** Applicants must disclose potential conflicts of interest in their final submission. Potential conflicts of interest will not disqualify an applicant from contract award.

## 7. Reservation of Rights

GIA reserves the right, at its sole discretion, to:

- Reject any or all proposals, in whole or in part;
- Waive informalities, irregularities, or minor technical defects in any proposal;
- Request clarification or additional information from any proposer;
- Issue addenda to this RFP at any time prior to the proposal due date;
- Modify or withdraw this RFP at any time without prior notice;
- Extend the deadline for submission of proposals;
- Invite selected proposers to participate in interviews, presentations, or negotiations;
- Negotiate terms, scope, and fees with one or more shortlisted proposers;
- Award a contract in whole or in part, or to multiple firms if deemed in the best interest of GIA;
- Cancel this RFP and reissue a revised solicitation at a later date;
- Award a contract without further discussion based solely on submitted proposals.

Issuance of this RFP does not obligate GIA to award a contract or to pay any costs incurred by proposers in the preparation or submission of proposals. All costs associated with responding to this RFP shall be the sole responsibility of the proposer.

All proposals submitted in response to this RFP shall become the property of GIA and may be retained for official records.

## 8. Proposal Submission

Interested applicants may submit questions about this RFP to Sarah Pfund ([pfund@giagy.org](mailto:pfund@giagy.org)) no later than **March 6, 2026**. Applicants will receive responses within three business days.

Applicants must submit final proposals via email to Sarah Pfund ([pfund@giagy.org](mailto:pfund@giagy.org)) with the subject line: RFP – Architectural Design Services – Third-Floor Expansion. The due date for final submissions is **March 11, 2026 at 5:00 PM GMT-4**. Late submissions will not be accepted.

Proposals must be submitted in a searchable, electronic format.

# Child Safeguarding Policy & Agreement

Contracted firms must acknowledge and comply with the following requirements:

## 1. Behavior Standards

All personnel working on campus must demonstrate professional conduct at all times, including:

- Respectful communication and behavior toward students, staff, and the school community
- No physical contact with students
- No photography, recording, or monitoring of students or school activities
- No verbal interactions with students unless necessary and appropriate
- The use of alcohol, tobacco, vaping and or any other stimulus is strictly prohibited while onsite, if found on personnel they will be immediately escorted offsite.

Any behavior deemed inappropriate or unsafe will result in immediate removal from the project.

## 2. Proximity to Students

Construction, inspection, or consultation activities must be organized to prevent unsupervised or unnecessary contact with students. Contracted personnel must not:

- Enter student-occupied spaces without authorization
- Engage with students or interrupt instructional activities
- Remain in school buildings or grounds outside approved work areas.

Work may be restricted during school hours to limit exposure to minors.

## 3. Access Control

All individuals must comply with GIA's controlled access system, including:

- Wearing visible identification badges while onsite
- Signing in and out of school during each visit at the front desk
- Remaining in designated project zones
- Following instructions from campus security and administration officials

Unauthorized access to student-occupied areas is strictly prohibited.

## 4. Background Checks

Contractors must ensure that all personnel assigned to the project:

- Have completed full background checks (identity, employment history, criminal

record)

- Are cleared prior to arrival on campus
- Are replaced immediately if clearance cannot be verified
- Evidence of compliance must be provided to GIA.

## **5. Training & Compliance**

Contracted firms must:

- Inform their employees of school safeguarding expectations
- Provide basic orientation on child safety standards and conduct
- Ensure ongoing compliance with child safeguarding policies throughout the project

GIA reserves the right to provide supplemental briefings when necessary.

## **6. Incident Reporting**

All personnel must immediately report any observed:

- Safety concerns affecting students
- Inappropriate conduct by any individual
- Breaches of access or security protocol

Reports must be directed to the Project Manager or security representative. Failure to report may result in disciplinary action, removal from the project, or contract termination.

## **7. Consequences for Non-Compliance**

GIA reserves the right to remove personnel from campus, suspend work activities, or terminate the agreement for repeated or serious violations of this agreement. Safeguarding is a non-negotiable contractual requirement.

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Company Name (Printed)

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Company Representative Name (Printed)

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Company Representative Signature