



**Date:** November 2, 2026

**Department:** Facilities

**Presenter:** Craig Leseberg, Public Works Director

**Subject:** Civic Center Backup Power Supply Request for Proposals

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**Purpose:**

Council is being asked to authorize the Town of Alpine to issue a Request for Proposals (RFP) for the purchase and installation of a backup power supply at the Civic Center.

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**Background:**

The Town of Alpine received a \$36,000 Homeland Security grant to assist with the purchase of a backup generator and transfer switch for the Civic Center. The project will provide backup power during electrical outages and other emergencies to support continued facility operations.

The Town has budgeted \$69,000 for this project. The RFP will solicit competitive proposals from qualified suppliers for the purchase of a backup generator and transfer switch for the Civic Center. This RFP covers the generator and transfer switch only; installation is not included. The proposal deadline and public opening date will be established in the RFP.

Following the opening, staff will review the proposals for compliance with the RFP requirements, supplier qualifications, proposed equipment, delivery schedule, warranty, and total cost. Staff will return to Council with a recommendation before a contract is awarded

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**Alternatives:**

**Option A — Authorize the Civic Center Generator and Transfer Switch RFP Process**

**Benefits Include:**

- Allows the Town to competitively solicit qualified equipment suppliers.
- Moves the project forward toward use of the awarded Homeland Security grant.
- Improves the Civic Center's ability to maintain operations during power outages.
- Provides the Town with an opportunity to compare equipment, pricing, warranties, and delivery schedules.

**Option B – Do not proceed with the RFP**

**Benefits Include:**

- Avoids committing additional Town funds at this stage.

**Challenges include:**

- If the town chooses to not proceed the Town may be unable to use the \$36,000.00 Homeland Security grant for this project.
- The Proposed backup power improvements at the Civic Center would not proceed.
- Power outages could interrupt facility operations.

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**Fiscal Impact:**

The Town has budgeted \$69,000 for the Civic Center backup power supply project. The project is supported by a \$36,000 Homeland Security grant, resulting in a budgeted Town contribution of \$33,000.

To date, the Town has paid \$3,600 to Musgrove Engineering for the project design.

**Financial Consideration 1:** The final project cost will depend on the proposals received and the scope of the selected proposal.

**Financial Consideration 2:** Any proposal that would cause total project costs, including engineering, to exceed the \$69,000 budget would require further Council consideration and identification of additional funding before contract award.

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**Strategic or Community Impact:**

Installing a backup power supply at the Civic Center will support continued facility operations during power outages and emergencies. The project strengthens the reliability of a Town facility and supports community preparedness.

**Key Questions:**

Does the proposed RFP adequately address the Civic Center's operational and backup power needs?

Is Council comfortable proceeding with the project within the approved \$69,000 budget?

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**Suggested Motion:**

I move to authorize the Town of Alpine to proceed with the Request for Proposals for the purchase of a backup generator and transfer switch for the Civic Center and to direct staff to return to Council with a recommendation before awarding a contract