



REQUEST FOR PROPOSALS (RFP)

Individual to provide caretaker services on a contract basis for the Arlington-Fairfax Chapter, Inc., (ARLFX) of the Izaak Walton League of America

The Chapter is a conservation-oriented organization with about 120 acres of land. The primary caretaker responsibilities are routine maintenance and minor repair of the five main buildings and numerous smaller structures. The scope of work also includes maintenance of Chapter roads and grounds, assisting in conservation projects and major chapter events, servicing Chapter-owned equipment, and supervising Chapter volunteer work parties. The majority of the work under this contract will be performed at the Chapter property located at 14708 Mount Olive Road in Centerville, VA 20121. Some work may also be required at other nearby properties owned by the Chapter.

The caretaker works under the direction of the Chapter Buildings and Grounds Committee Chair and is expected to participate in project planning/prioritization activities, identification of potential tasks, and allocation of Chapter resources. One of the principal tasks will be to plan for (including number of volunteers and availability of supplies) utilization of Chapter volunteer labor. The successful bidder must have the ability to work independently, supervise small teams of volunteers, and to identify/accomplish tasks without direct supervision. Both verbal and written communication skills are also critical.

The estimated number of service hours for the resulting contract is 1,000 per calendar year. Required work time is not evenly spaced throughout the year, but is instead driven by several factors including urgency of need, weather, availability of volunteer labor, and Chapter priorities. The successful bidder must be available on weekends with more time anticipated to be required on weekends than during the week. The workload is also normally heavier in the spring and summer months than in the fall and winter.

All bidders shall provide a detailed written proposal that addresses specifics on their experience and expertise with, and ability to perform, the scope of work. In addition to specific RFP requirements, bidders should include in their proposals any additional experience/capabilities that are relevant to the contact requirements and any limitations on their time availability or capability to perform the required work.

Proposals meeting the required content will be evaluated as a Best-Value competition. There are three main categories with subcategories as listed below. Each subcategory will be scored separately on a 5-point scale and averaged to determine an overall score. Any element not specifically addressed will receive a zero score.

Category 1: EXPERIENCE

Bidders shall include in their proposals experience in the following areas:

- General handyman services include, but are not limited to:
 - Light carpentry
 - Simple plumbing repairs (not requiring a licensed plumber)
 - Simple electrical repairs (not requiring a licensed electrician)
 - Repairs and maintenance of buildings and their structures (not requiring a licensed contractor)
 - Emergency roof repairs
- Landscaping, including your ability to operate equipment, i.e. tractor with various attachments, large mowers, chain saws, etc.
- Repair of small electrical and power equipment
- Maintenance and servicing of small power equipment
- Snow removal utilizing Chapter-owned equipment
- Ability to manage small groups of volunteers to assist with tasks and projects
- Ability to provide written documentation of your time, work performed, materials used, and the identity and time of the volunteers supervised
- Ability to log on to a Web site to post tasks for volunteers and document time worked

Category 2: EQUIPMENT AND TOOLS

As an independent contractor, the caretaker is responsible for providing the majority of hand tools needed to perform the contract requirements. However, the caretaker will have access to and use of all the heavy and medium equipment (tractor with bucket and mowers) and other equipment/tools owned by the Chapter.

Bidders shall include in their proposals the following information:

- Specify what additional equipment and/or tools immediately available that you will provide to meet contract requirements
- Specify what equipment you will preposition on the Chapter property (secure storage will be provided)

Category 3: PRICE

- Specify your hourly labor rate (including the use of your tools) based on an estimated 1,000 hrs. of service per calendar year.

PROPOSAL SUBMISSION INTRUCTIONS

Prospective bidders may visit the property and conduct a site survey by making arrangements with:

Bucky Sills: Work 703-257-0692 or Cell 703-906-5362

Applicants may be subject to a background check.

Proposals must be postmarked by **November 27, 2019**.

Applicants will be notified of the status of their bid by no later than mid-December.

Proposals shall be addressed to:

Caretaker Proposal
Arlington-Fairfax Chapter, Inc., IWLA
P.O. Box 366
Centreville, VA 20122-0366