



## REQUEST FOR PROPOSAL Landscaping and Snow Removal Services

### About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. The Achievement Prep Wahler Place Campus is comprised of our flagship middle school (serving approximately 480 scholars in grades 4-8) and our elementary school (serving approximately 430 in grades PS-3). Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, college, and beyond.

Please visit [www.achievementprep.org](http://www.achievementprep.org) to learn more about us.

Achievement Prep is soliciting proposals for **landscaping and snow removal services** for its redeveloped Wahler Place Campus: 908 Wahler Place SE Washington, DC 20032. The renovated Wahler Place campus contains 32,530 sq. ft. of lawn, shrubbery and courtyard space (outlined on the attached map). In addition to exterior landscaping, the middle school has three (3) green rooftop installations that will require maintenance as well. Vendors may submit proposals for each service separately or as a single proposal. Vendors are not required to respond to both services, however, preference will be given to proposals that provide both landscaping and snow removal.

### SCOPE OF WORK

The following lists include the required tasks for landscaping and snow removal services for our Wahler Place Campus:

#### 1. Landscaping Services to include:

- a. Routinely mow, edge and de-weed all lawn and green space within the perimeter and around the exterior of the property
- b. Routinely water all lawn and green space within the perimeter and around the exterior of the property
- c. Provide maintenance for the green rooftops (3) in the middle school
- d. Fall cleaning with rake/leaf-blowing as needed
- e. Spring cleaning and mulching as needed to include aeration and re-seeding of grass
- f. Seasonal gutter cleaning and remediation
- g. Providing treatment for damaged landscaping and tree/shrub pruning as needed.

#### 2. Snow Removal Services to include:

- a. Plowing the parking lot
- b. Shoveling stairs and walkways throughout the property
- c. Shoveling the sidewalk surrounding the perimeter of the property
- d. Applying ice melt as needed to provide preventative treatment

### PRE-QUALIFICATION

All bidders must have prior experience providing landscaping and/or snow removal services.

### FORM OF PROPOSAL

*Achievement Prep Network Office*



Proposals should consist of the following information:

1. Statement of interest in the Project
  - Identification of the point of contact for this RFP process with telephone number and email address
  - Contact information for any sub-consultants or subcontractors
  - Signature of a duly authorized principal
2. Proposed task schedule addressing the scope of the work as outlined.
3. Proposed staffing model to address the scope of the work as outlined.
4. Descriptions of similar contracts within the last four years with the following details:
  - Project name, school name, and location
  - Reference contact name and phone number
  - Gross square feet of the associated green space and snow treatment footprint
  - General program elements
5. Description of approach to managing service schedule
6. Fee structure and fee range proposed for the services.

## SUBMISSION OF PROPOSAL

Proposals should be submitted by email to [bids@achievementprep.org](mailto:bids@achievementprep.org) with a size limit of 7 MB. Submission of paper copies is optional. Paper copies can be sent to:

Gregory Gaines  
Chief Operating Officer  
Achievement Prep  
Network Office  
908 Wahler Place SE  
Washington, DC 20032

## SELECTION SCHEDULE

**RFP distribution:** Friday, October 28, 2016

**Submission deadline:** Monday, November 21, 2016 – 5:00pm

Interviews and building tours may be scheduled upon request. Candidates will be notified of interview timing and nature, if applicable during this process. Achievement Prep reserves the right to reject any proposals at any point during the selection process. Achievement Prep also reserves the right to approve all sub-consultants, subcontractors and project team members. The contract will be awarded to the firm, which in Achievement Prep's judgment, best represents the interests of Achievement Prep.

## QUESTIONS

Please address questions concerning this RFP to:

*Achievement Prep Network Office*



Gregory Gaines  
Chief Operating Officer  
Achievement Prep  
Network Office  
908 Wahler Place SE  
Washington, DC 20032

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