



Triangle Land Conservancy  
P.O. Box 1848  
Durham, NC 27702-1848  
[info@triangleland.org](mailto:info@triangleland.org)  
[www.triangleland.org](http://www.triangleland.org)

REQUEST FOR QUALIFICATIONS  
FACILITIES CONTRACTOR  
TRIANGLE LAND CONSERVANCY  
CONTACT: Matt Rutledge

ISSUED: 11/12/2024  
RESPONSES DUE: 12/13/2024

**Background**

Triangle Land Conservancy (TLC) is a 501(c)3 nonprofit land trust that conserves land in six (6) counties in the Triangle region: Lee, Chatham, Orange, Durham, Wake and Johnston. TLC has conserved over 25,000 acres of land through conservation easements, fee simple ownership, and in partnership with state and local governments and other non-profit organizations.

TLC currently owns over 7,000 acres of land around the Triangle and operates seven (7) nature preserves that are free and open to the public. TLC owns numerous structures on fee-owned property, including but not limited to residences, barns, equipment sheds, historic buildings, offices, and additional infrastructure.

**Purpose**

TLC is seeking a qualified company or individual to assist in managing maintenance and repairs of owned buildings on properties throughout our six county region.

Services shall include construction, electrical, mechanical, and plumbing, as well as additional maintenance and construction tasks as needed.

Interested parties may submit a hardcopy or electronic Statement of Qualifications that includes the form in Appendix 1, hourly rate, as well as two examples of past work experience, to:

Triangle Land Conservancy  
Attn: Matt Rutledge  
P.O. Box 1848  
Durham, NC 27702-1848  
[mrutledge@triangleland.org](mailto:mrutledge@triangleland.org)

**Scope of Services**

The successful candidate will be able to work with TLC staff to assess current structures and prioritize repairs and maintenance based on both TLC programmatic goals as well as budget.

They will be able to individually handle small repairs, while also coordinating subcontractors to complete larger or more specialized tasks. They will be able to react quickly to emergency maintenance needs and complete multiple projects simultaneously. TLC anticipates a guaranteed 32 hours of work per month, with significant additional hours depending on the time of year and project. The contract will be an agreed 12-month retainer agreement that is billed monthly and paid within 30 days.

**Objectives:**

1. Develop a maintenance plan for TLC offices at the Williamson and Brumley properties.
2. Inspect list of structures on TLC properties.
3. Provide recommendations for necessary repairs to stabilize and/or prepare structures for use.
4. Develop prioritization of repairs in consultation with TLC based on need and budget.
5. Act as the general contractor to complete repairs on TLC structures.

**Scope of Work:**

1. Project Initiation
  - Meet with TLC stewardship team to discuss objectives, scope, and timelines.
  - Develop a work plan that covers assessment methodology, projected timelines, and quality assurance processes.
2. Building Assessments
  - Conduct structural assessments (interior and exterior) for buildings on TLC property
  - Develop a plan for repairs based on TLC's goals for each structure (stabilization, maintenance, prepare for occupation)
3. Prioritization
  - Develop prioritization based on need and budget
4. Conduct repairs
  - Conduct repairs and oversee repair process, including obtaining all necessary permits, managing subcontractors, and communicating with TLC

All assessments will adhere to accepted industry standards ensuring code compliance and safety. All assessments and repairs will be conducted by qualified professionals with expertise in building inspections, facility management, construction or related fields. Comprehensive documentation and photographic evidence are necessary to support recommendations, and all proposed remodeling, updating, or rebuilding must be approved by TLC.

**Project Management:**

- A dedicated project manager will oversee all aspects of the contract with TLC, including communication with TLC, property assessments and recommendations, and oversight of subcontractors

- The project manager will meet with TLC on a biweekly basis

### **Compensation**

**The selected contractor shall agree to an annual retainer and bill TLC on the last business day of each month for 1/12<sup>th</sup> of the total value of the contract for 12 consecutive periods.**

### **Insurance Requirements**

The work to be performed shall be performed entirely at the contractor's risk. The contractor agrees to indemnify and hold TLC harmless for any and all liability or loss arising in any way out of the performance of this contract. The contractor shall carry appropriate worker's compensation, hazard and liability insurance coverage during the term of this contract. The contractor will carry insurance at a minimum of \$1,000,000 with Triangle Land Conservancy, Inc. named as additionally insured. A copy of the insurance certificate will be provided to Triangle Land Conservancy prior to the commencement of work.

## Contractor's Qualification Statement

This is a prequalification form to be filled out and sent back as an evaluation of whether the contractor would be suitable for this position. Please fill out the form completely.

Name:

Company name (if applicable):

Contact name: (if different from above):

Street address:

City, state, and zip code:

Phone number:

Email address:

Approximately how many hours a week would you be available (on average):

Does you or your team have the capacity to complete tasks across TLC's six county region on a daily basis? Are you available for jobs across Triangle Land Conservancy's entire 6-county region?

---

Type of Work Experience (check all that apply)

- |                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> General Construction | <input type="checkbox"/> Carpentry           |
| <input type="checkbox"/> Electrical           | <input type="checkbox"/> Plumbing            |
| <input type="checkbox"/> Roofing              | <input type="checkbox"/> HVAC                |
| <input type="checkbox"/> Painting             | <input type="checkbox"/> Masonry             |
| <input type="checkbox"/> Mechanical           | <input type="checkbox"/> Small engine repair |
| <input type="checkbox"/> Building inspections |                                              |

How many years of experience do you have in these or related fields?

How long has the company operated (if applicable)?

How many employees does the company have (if applicable)?

Please attach work experience related to two different jobs/contracts related to the skills necessary for this contract position. Please include client with contact information, location of job, type of job, basic outline of scope of work, timeline, and outcome.