

# REQUEST FOR PROPOSAL (RFP)

## Summer 2025 Riparian Buffer Maintenance (Huntingdon County)

Chesapeake Conservancy is a non-profit organization that works with conservation partners and landowners to implement Best Management Practices on agricultural land.

Chesapeake Conservancy is soliciting 3 separate RFPs for riparian buffer maintenance. Each of the RFPs will cover a different county (or part of a county) within the Conservancy's central Pennsylvania rapid stream delisting catchments. The 3 buffer maintenance RFPs include: Eastern Centre, Western Centre and Huntingdon counties.

Contractors may bid on one or more of the RFPs.

The RFPs include the following riparian buffer maintenance services:

- Complete Maintenance/Assessment and Spray Report for each property
- Spot spray around live trees
- Invasive control
- Tree/shrub shelter maintenance

***This RFP is for 13.3 acres of buffer maintenance and assessment across 2 properties in Huntingdon County. For additional details, please refer to the RFP Overview and Project Description below.***

### **RFP OVERVIEW AND PROJECT DESCRIPTION**

**RFP Release Date:** April 1, 2025

**RFP Issuing Office:** Chesapeake Conservancy

*Email:* [paprograms@chesapeakeconservancy.org](mailto:paprograms@chesapeakeconservancy.org)

*Phone:* 570-372-4065

*The issuing office is the sole point of contact for this proposal.*

**Local Partner Liaison:** Logan Stenger, Chesapeake Conservancy

**RFP Due Date:** **All proposals must be submitted by:**

May 2, 2025 at 4:00 PM EDT

*Proposals will not be accepted after this date and time.*

**RFP Submission:** **All proposals must be submitted electronically to the following email address\*:**

*Email:* [paprograms@chesapeakeconservancy.org](mailto:paprograms@chesapeakeconservancy.org)

Include "Summer 25 Buffer Maintenance – Huntingdon RFP Response" in the subject line.

*\*If bidder is unable to submit proposal via email, please contact Chesapeake Conservancy to arrange another method to submit proposal.*

**RFP Results:** RFP results and notification of award will be distributed no later than:  
May 13, 2025

**Questions:** All questions regarding this RFP should be submitted to:

[paprograms@chesapeakeconservancy.org](mailto:paprograms@chesapeakeconservancy.org)

Include "Summer 25 Buffer Maintenance – Huntingdon RFP Question" in the subject line  
Frank Rohrer, 570-372-4065

### **Project Description:**

Many acres of riparian forest buffer have been planted with trees and shrubs in recent years in Pennsylvania. The goal of these buffers is to develop into a mature forest to improve water quality, reduce runoff and increase wildlife habitat. In order to be successful, these plantings require maintenance on an ongoing basis. The maintenance is often more than the landowners can realistically undertake and so it is important to utilize the services of professional contractors. The purpose of this RFP is to hire a contractor to perform important maintenance tasks.

13.3 acres of riparian forest buffer on 2 properties in Huntingdon County require buffer maintenance and assessment. These buffers have had varying degrees of maintenance performed over the last few years from none to frequent. Since the amount and type of maintenance being conducted on these sites varies, Chesapeake Conservancy wants to emphasize that the degree of services needed for each buffer may vary from site to site.

**Refer to the Site Information Table found on page 6 for site specific information such as address, acres, replant history and the services needed for this RFP.** Much of the information in this table was gathered by contractors during buffer assessments in 2024.

The contract for this RFP will include, but is not limited to, the materials, labor and equipment to complete the activities listed in the “Project Description” and “Maps and Information” sections of this RFP.

The services for this contract will include but are not limited to the following:

- 1. Conduct an assessment of each buffer including tree mortality, presence of invasives, harmful insects and plant disease, etc. (using Attachment A – Maintenance/Assessment and Spray Report provided by Chesapeake Conservancy)**
  - a. Contractor will be responsible for completing the Maintenance/Assessment and Spray Report (Attachment A) for each property.
  - b. Only **one** Maintenance/Assessment Report per site is required, however multiple Spray Reports will be needed if contractor applies herbicide on multiple days.
  - c. The information the contractor fills out on the Maintenance/Assessment and Spray Report will be used by the Conservancy to determine the current condition of the buffer and what, if any, future maintenance needs are required for each property. Additional services that the contractor may identify could include: additional invasive control, future spot spraying around trees, manual maintenance and replanting.
- 2. Apply herbicide to control invasive and noxious weeds**
  - a. Controlling invasive and noxious weeds is an important part of buffer maintenance. Each of these sites has varying amounts of invasives present. Up to **4** hours will be allocated for herbicide application to treat invasive and noxious weeds on the 2 properties (buffers) in Huntingdon County. It is at the contractor’s discretion when visiting the property to determine how many hours of invasive control they want to commit to each property. Beyond this, the Maintenance/Assessment and Spray Report will be where the contractor recommends additional services needed for successful buffer establishment and function. Only **one** Maintenance/Assessment Report per site is required, however multiple Spray Reports will be needed if contractor applies herbicide on multiple days.

- b. The most common invasives expected to be found at each site are listed in the Site Information Table. There will likely be other invasive plant species present on the sites that are in addition to those listed. In cases where there is reed canary grass present on the site, contractors should limit its treatment to only the area around the existing trees (maximum of 6' x 6' square spots). If, after treating all other invasives, there are hours remaining to do work, the contractor can treat additional reed canary grass.
- c. Contractor shall complete and submit a spray report (Attachment A, Page 3) to Chesapeake Conservancy for each herbicide application. A separate report shall be submitted for each property.

### **3. Apply appropriate herbicide in minimum 4ft x 4ft square spots around live trees/shrubs**

- a. The purpose of the herbicide application is to enhance tree growth and survivorship by eliminating competing vegetation around the tree thus ensuring plants mature to provide water quality benefits. Contractors should be prepared to spray around both sheltered and unsheltered plants of varying ages. In conjunction with input from the liaison, contractors will use their best judgement to determine which trees to spray around if the buffer has large, well-established trees present. Only trees that may benefit from suppressed ground vegetation should be treated. Additionally, some trees in the buffers may have been treated earlier in the year and may not require an application—contractors will use their best judgement.
- b. The number of live trees/shrubs that were counted in 2024 is listed in the Site Information Table to provide an approximate number that might require a spot spray herbicide application with this RFP. The numbers in the table are estimates only as some of these trees may not require an application (trees are well-established). These numbers are provided to give contractors an idea of the relative amount of spot spraying to be done at each site.
- c. Contractor should apply post-emergent/non-selective herbicide and may also apply pre-emergent herbicide if determined to be needed.
- d. Contractor shall complete and submit a spray report (Attachment A, Page 3) to Chesapeake Conservancy for each herbicide application. A separate report shall be submitted for each property.

### **4. Perform tree/shrub shelter maintenance**

- a. Regular shelter maintenance is vital to the growth and survivorship of the trees and shrubs. The sites in this RFP will require varying degrees of maintenance. The Site Information Table lists whether or not shelter maintenance may be needed on each site. However, the type of maintenance as well as the type and number of shelters to maintain varies widely from site to site.
- b. Contractors may use the number of live trees counted in 2024 from the Site Information Table for a very rough estimate of the number of shelters they may have to assess and perform maintenance on but these numbers may vary widely from the actual numbers.
- c. For the purposes of this RFP, shelter maintenance shall include the following:
  - i. Straighten leaning shelters and stakes by re-setting them upright and installing new UV resistant zip ties or other acceptable fasteners. This should only be done if it will be effective without installing a new stake or shelter.

1. **Installation of new stakes and shelters of any kind is NOT a part of this RFP and WILL NOT be paid for by Chesapeake Conservancy.**
- ii. Remove and dispose of off-site (disposal per landowner preference) existing tree/shrub shelters and stakes within the entire buffer that are no longer functioning as intended. In conjunction with input from the liaison, contractor shall use their best judgement to determine which shelters and stakes to remove at each site. In general, if the shelter is no longer functioning as it should be (the shelter or stake is harming the tree, is leaning severely with a broken stake, etc.) or if there is no live tree inside the shelter it should be removed and disposed of. Factors that should be considered when removing shelters and stakes are:
  - What is the overall condition of the shelter?
  - Is the shelter damaging the tree?
  - Is the shelter leaning severely?
  - Has the tree “outgrown” the shelter (trunk is tight against the shelter)?
  - Is the stake rotten or missing?
  - Is the tree dead that is/was in the shelter?
1. In some cases, landowners may want to keep the shelters and stakes for re-use later. **Contractor shall verify with each landowner if they want to keep the shelters/stakes or if contractor should dispose of them off site.**
- iii. Remove/clean out competing vegetation that is growing *inside* the shelter. The intent is to remove tall vegetation that is growing inside the shelter which is often invasives. Low growing vegetation such as short grass or other low growing herbaceous vegetation does not need to be removed.
  1. In general, the competing vegetation should be removed if it is as tall or nearly as tall as the tree, growing close to or out of the top of the shelter or if there are invasives inside the shelter. This often involves loosening the shelter to carefully lift it up, removing the vegetation and reseating the shelter back into the ground.
- iv. Remove and dispose of (off-site) bird nets that are no longer needed or are no longer functioning (rotten, torn, etc.).
  1. Bird nets should be removed if the tree is growing through it or if it is anticipated that the tree will reach the bird net within the next 6 months (if tree is 12-18” from top of shelter depending on species).
  2. If the bird net is in good condition and the tree will not grow into it within the next six months, the bird net should be re-secured to the top of the shelter if it is not on properly.

Chesapeake Conservancy will coordinate securing landowner permission to access each property.

Contractor will work closely with local partner liaison. Prior to performing work on each site, contractor shall meet with the liaison to discuss project specifics and review all work to be completed. The local liaison will introduce the contractor to the landowner and provide additional site information such as parking location, buffer

boundary, access point to the buffer and any other relevant information that may be beneficial to the selected contractor.

Contractor will submit a minimum of 5 high quality project photographs with descriptions for each property. Photographs of work in progress as well as “before and after” are encouraged. Photographs shall be emailed to the Conservancy at [frohrer@chesapeakeconservancy.org](mailto:frohrer@chesapeakeconservancy.org).

Contractor will ensure that all necessary permits are obtained prior to implementation and ensure that the project complies with all local, state and federal laws and regulations. Contractor shall follow all pesticide product labels, laws and regulations.

## MAPS AND INFORMATION

### *Huntingdon County*

#### Project Location Map of Huntingdon County Sites:



#### Site Information Table for Huntingdon County Sites:

Site Information			Replant History	Services For Summer 2025 Maintenance RFP (only the services marked "Yes" are to be completed via this RFP)			
Site #	Address	Acres	Was Site Replanted in Spring 2025?	Buffer Assessment (Attachment A)	Invasive Control (herbicide)	Spot Spraying Around Trees*	Shelter Maintenance
1	1446 Centre Line Road Warriors Mark, PA 16877	1.8	No	Yes	Yes (multiflora rose, barberry and honeysuckle are most common)	Yes (~127 live trees were counted in 2024)	Yes
2	4561 Twin Meadows Lane Warriors Mark, PA 16877	11.5	No	Yes	Yes (reed canary grass, privet and multiflora rose are most common)	Yes (~681 live trees were counted in 2024)	Yes

Total Acres = 13.3

Total Live Trees Counted in 2024\* = 808

*\*The actual number of trees to spray may differ from the number of live trees counted in 2024. The numbers provided are estimates only and are not guaranteed.*

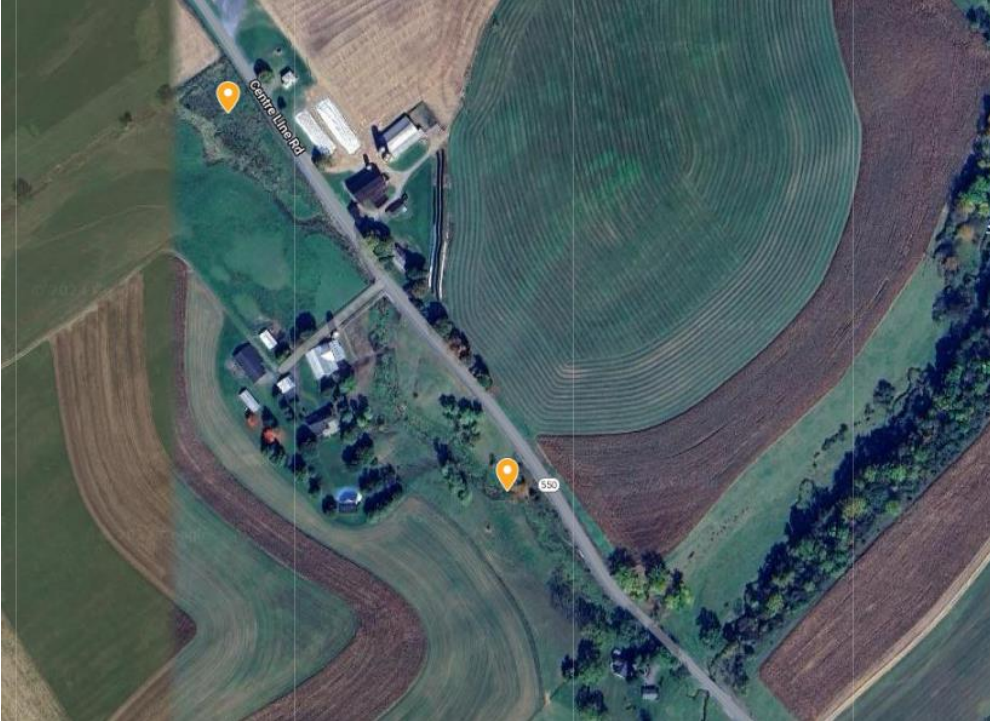
***For 4561 Twin Meadows Lane, there are 3 fields where herbicide will NOT be applied. However, an assessment and shelter maintenance should be conducted in these fields. See plan map for details.***

**Aerial Imagery and Plan Maps (if available) for Huntingdon County sites:**

Aerial imagery of the buffer for each site is provided below. Copies of the plan maps are also included if they were available.

**Site 1 – 1446 Centre Line Road, Warriors Mark, PA 16877**

**Aerial Imagery**



**Plan Map**



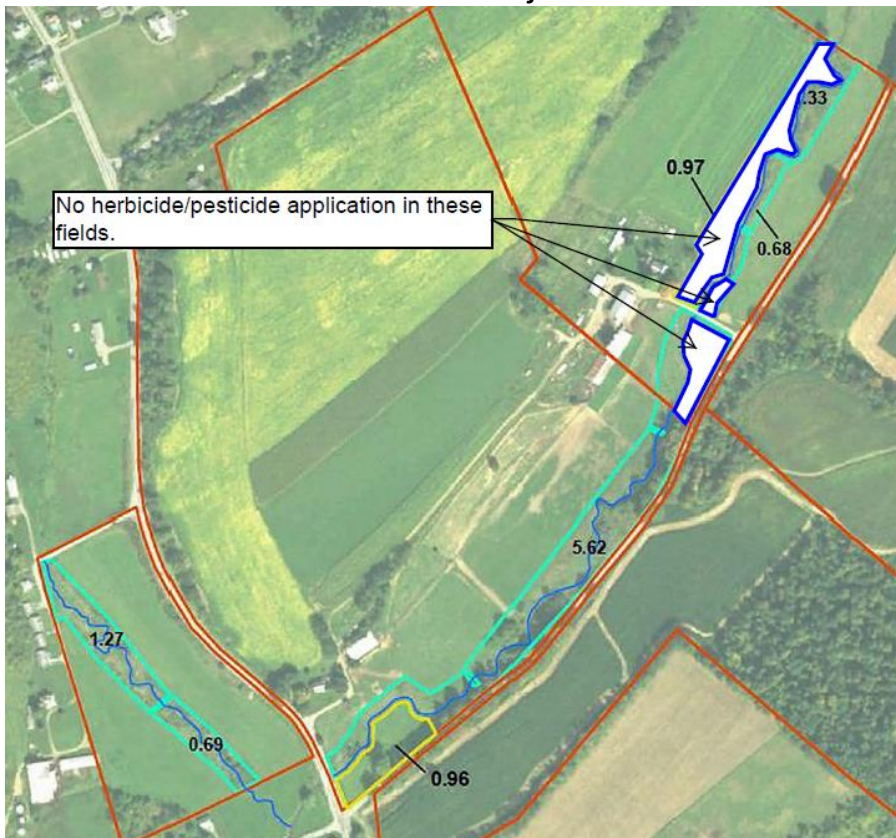


**Site 2 – 4561 Twin Meadows Lane, Warriors Mark, PA 16877**

**Aerial Imagery**



**Plan Map (There are 3 fields where herbicide will NOT be applied. However, an assessment and shelter maintenance should be conducted in these fields. All services should be conducted in the remaining fields.)**





## **RFP TERMS AND CONDITIONS**

### **TIMELINE:**

Contractors shall include with their response the date they can begin buffer maintenance and their estimated completion date. It is preferred that all buffer maintenance for this RFP be completed no later than July 31, 2025.

*If the contracted services are not completed within the designated time period (as specified in the resulting contract from this RFP), the contract can be extended if agreed to in writing by Chesapeake Conservancy and the contractor.*

### **COMMUNICATION:**

Contractor shall coordinate with county liaison, Logan Stenger, Chesapeake Conservancy (570-372-4086). Prior to performing services on each site, contractor shall meet with the liaison (and landowners if landowners desire) to discuss project specifics and review all work to be completed.

### **PAYMENT INFORMATION:**

Contractor shall invoice the Conservancy for services rendered during the preceding month. The Conservancy will issue payment within thirty (30) days from the date the invoice and all required documents are submitted to the Conservancy **AND the Conservancy receives reimbursement from its funding source**. We anticipate the time from invoice submission to the Conservancy to payment to be 60 days. This may be longer if our payment from our funder is delayed. Required documents may include an invoice, Application for Payment form, maintenance assessments and spray report.

### **GRANTS:**

The terms and conditions of the National Fish and Wildlife Foundation Small Watershed Grant – Centre County (0603.24.079968), National Fish and Wildlife Foundation Innovative Nutrient and Sediment Reduction (0602.24.082478) and Hamer Foundation grant(s) apply to the contracts that result from this RFP. Copies of the grant(s) are available upon request.

### **LOBBYING CERTIFICATION FORM:**

As required by National Fish and Wildlife Foundation grants, the successful bidder will be required to sign a Lobbying Certification Form acknowledging compliance with 43 CFR §18 New Restrictions on Lobbying. This form will be signed at the time of contract execution.

### **INSURANCE REQUIREMENTS:**

Bidders shall include a copy of their current Certificate of Insurance (COI) that reflects their existing levels of liability insurance coverage. Chesapeake Conservancy will work with the successful bidder to ensure adequate levels of insurance are in place for the project prior to finalizing a contract.

Preferred levels of coverage include the following:

<b><i>Type of Insurance Coverage</i></b>	<b><i>Limit Required</i></b>
Workers Compensation and Employer's Liability -	Statutory
Bodily Injury, Each Accident:	State Minimum
Bodily Injury By Disease, Each Employee:	State Minimum
Bodily Injury/Disease, Policy Limit:	State Minimum
General Liability -	
Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
General Aggregate:	\$1,000,000
Excess or Umbrella Liability -	
Per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000

Automobile Liability -  
Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000

**Certificate of Insurance must indicate that Pesticide Applications are included in the coverage.**

Contractors and subcontractors will be required to include a waiver of subrogation on all liability policies.

**“Chesapeake Conservancy”** and **“National Fish and Wildlife Foundation”** must be named as additional insured on all contractor’s and subcontractor’s policies except workers compensation.

Once Chesapeake Conservancy and the successful bidder have reached an agreement pertaining to insurance coverage, the successful bidder and all subcontractors shall provide Chesapeake Conservancy with a current COI certified by a licensed insurance broker. The approved COIs need to be provided to Chesapeake Conservancy prior to signing a contract.

*Note: Bidders do not need to add the additional insured and waiver of subrogation to their policy when responding to the RFP. Only the successful bidder will be required to name the additional insured and waiver of subrogation on their policy after the bid is awarded. The Certificate Holder should be as follows: Chesapeake Conservancy, 1212 West Street, Annapolis, MD 21401.*

**SAFETY PERFORMANCE:**

Bidders shall provide safety performance information including OSHA records and EMR on their company and any subcontractors.

**OSHA Records:**

- OSHA reportable incidents for the past three (3) years. If there were no OSHA reportable incidents, indicate “none”. See <https://www.osha.gov/recordkeeping/> for additional information.
- TRIR (Total Recordable Incident Rate) which is the number of incidents x 200,000 / total number of employee hours worked in a year.
- DART (Days Away, Restricted or Transferred Rate). See <https://data.bls.gov/iirc/> to determine the value.

Contractors whose business is not required to keep OSHA records because they have 10 employees or less should check the applicable box on the Contractor Response Form.

**Experience Modifier Rate (EMR):**

- EMR provided by the insurance company.

**PENNSYLVANIA COMMERCIAL/PUBLIC PESTICIDE CERTIFICATION:**

Contractor must have a current Pennsylvania Pesticide Applicator License and must be certified in the appropriate categories for this project (including some deer repellent applications). It is the contractor’s responsibility to ensure proper certifications. Contractor must maintain the license for the term of the contract.

**DOMESTIC PREFERENCE FOR PROCUREMENT:**

In accordance with 2 C.F.R. 200.322, the successful bidder shall to the greatest extent practicable, purchase, acquire, or use goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

For purposes of this RFP, the following definitions apply:

- Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and

- ii. Manufactured products means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**DEBARMENT AND TAX LIABILITY:**

Contractors will be required to certify that they and any subcontractors are not listed on the Debarment and Suspension List maintained by the Pennsylvania Department of General Services (<https://www.dgs.internet.state.pa.us/debarmentsearch/debarment/index>) and the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs ([www.SAM.gov](http://www.SAM.gov)) in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" and have no outstanding tax liabilities. Contractors will also be required to certify that they and any subcontractors are not in default of a loan or funding agreement administered by any Commonwealth agency.

**SMALL BUSINESS AND SMALL DIVERSE BUSINESS:**

Chesapeake Conservancy encourages the use of small and small diverse businesses when soliciting Requests for Proposals. Contractors are encouraged to register with the federal government at [www.sam.gov](http://www.sam.gov) and with the Pennsylvania Department of General Services at [www.dgs.pa.gov](http://www.dgs.pa.gov) (search [Small Diverse Business Verification](#)). Please note Pennsylvania Department of General Service registration is only valid for three years. Contractors are encouraged to verify that their registration is current.

Contractors and any subcontractors who register on Sam.gov and with the PA Dept of General Services and who qualify as a small and/or small diverse business should check the applicable boxes on the Contractor Response Form. Points will be awarded as per the scoring sheet in Attachment B to contractors whose registration is confirmed by Chesapeake Conservancy.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Chesapeake Conservancy is an equal opportunity employer. The successful bidder shall comply with all federal, state, and local equal employment opportunity requirements. Additional information can be found at <https://www.ecfr.gov> and searching [41 CFR 60-1.4\(b\)](#).

## **SUBMISSION OF PROPOSALS AND SELECTION CRITERIA**

### **SUBMISSION OF PROPOSALS:**

Proposals are requested for the items described in the Project Description in accordance with the Terms and Conditions included in this RFP. Any estimated quantities included in this RFP are for information only.

At a minimum each quote response must include:

- Contractor Quote Form
  - Price – including cost per acre to spot spray around trees, hourly rate for controlling invasives, cost per site to complete Maintenance/Assessment and Spray Report, hourly rate for shelter maintenance and total travel/mobilization cost
  - Subcontractors, if applicable
  - Proposed start date
  - Estimated completion date
  - Signed by authorized representative
- General Contractor Information Form and corresponding documents\*
  - Three references
  - Safety performance
  - Debarment and tax liability certification
  - Signed by authorized representative
  - Current Certificate of Insurance

***\*Contractors bidding on more than one Summer 2025 Riparian Buffer Maintenance RFP, will only need to submit one General Contractor Information Form and corresponding documents. Contractors should note on the Contractor Quote Form whether they are including the General Contractor Information Form with this response or if they submitted it with a separate Buffer Maintenance RFP response.***

All quotes must be submitted electronically to Chesapeake Conservancy by the RFP due date specified on Page 1 of the RFP.

It is the responsibility of each contractor to ensure that the proposal is received prior to the due date and time for submission of proposals. No proposal shall be considered if it was sent or received after this date and time.

### **CONTRACTOR SELECTION CRITERIA:**

Proposals will be evaluated based on the criteria listed in Attachment B – RFP Scoring Sheet.

Proposals must be firm. The proposal may be rejected if the items offered by the contractor are not in conformance with the specifications as determined by the Issuing Office.

Proposals will be awarded to the most qualified economic bidder, as determined by Chesapeake Conservancy. Chesapeake Conservancy reserves the right to reject any or all proposals and/or cancel the RFP for any reason and to waive any technical defects, if it determines that it is in the best interest of the landowner, partner or Chesapeake Conservancy.

Chesapeake Conservancy reserves the right to check with other conservation partners and landowners for feedback on working relationship and quality of work of bidders.

## CONTRACTOR RESPONSE FORM

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**Contractor Name:** \_\_\_\_\_

**Project Name:**      Huntingdon County Summer 2025 Riparian Buffer Maintenance

1. Total price to supply materials, labor and equipment for performing the work as described in the Project Description – **Required (Fill in below or provide separate cost breakdown document):**

<u>Component</u>		<u>Unit Price</u>		<u>Subtotal</u>
Spot Spraying	9.1 acres	x	\$_____per acre	= \$_____
Invasive Control (Time and Materials)	4 hours	x	\$_____per hour	= \$_____
Completing Maintenance/ Assessment and Spray Report	2 sites	x	\$_____per site	= \$_____
Shelter Maintenance				= \$____per hour
Travel/Mobilization for ALL sites				= \$_____

2. I/We plan to use the following subcontractors in order to perform parts of this project (include Tax ID):

Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Name: \_\_\_\_\_ EIN: \_\_\_\_\_

3. Proposed start date of services - **Required:** \_\_\_\_\_

4. Proposed completion date of services - **Required:** \_\_\_\_\_

5. Please check whether you are submitting the General Contractor Information Form and related supporting documents with this response or if you submitted them under a separate Summer 2025 Riparian Buffer Maintenance RFP –

**Required:**

- ☐ I/We have included the General Contractor Information Form with this RFP response.
- ☐ I/We submitted the General Contractor Information Form with a separate Summer 2025 Riparian Buffer Maintenance RFP response.



## **CONTRACTOR RESPONSE FORM**

**Page 2 of 2**

This proposal is submitted in response to the RFP for the project described within. The proposal is based on my knowledge of the plans and specifications identified within. This proposal will remain valid for 90 days after submission. If awarded the RFP, I agree to sign a contract with the Chesapeake Conservancy.

Company Name: \_\_\_\_\_ Company Tax ID (EIN): \_\_\_\_\_

Company Address: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **GENERAL CONTRACTOR INFORMATION FORM**

Page 1 of 2

Chesapeake Conservancy released 3 RFPs for Summer 2025 riparian buffer maintenance. Each RFP is for a different county (Eastern Centre, Western Centre, and Huntingdon) within the Conservancy's central PA rapid stream delisting catchment areas.

Contractors may bid on one or more of the RFPs. Contractors bidding on multiple RFPs only need to complete and return the General Contractor Information Form and related supporting documents with one of their RFP submissions.

**Contractor Name:** \_\_\_\_\_

**Project Name:** Summer 2025 Riparian Buffer Maintenance

1. The following three references are provided with telephone numbers of projects completed of similar scope and size - ***Required:***

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Small Business or Small Diverse Business (See Terms and Conditions for details) - *Check if Applicable*

☐ I/We self-certify that my business (or any subcontractors listed above) qualify as a Small Business.

☐ I/We self-certify that my business (or any subcontractors listed above) qualify as a Small Diverse Business.

3. Safety performance (See Terms and Conditions for details) - ***Required:***

**OSHA Records**

☐ I/We certify that my business does not need to keep OSHA records because we have 10 employees or less.

\_\_\_\_\_ OSHA reportable incidents for the past three years (attach documentation if applicable)

\_\_\_\_\_ TRIR (Total Recordable Incident Rate) (show calculation, if none, write 0)

\_\_\_\_\_ DART (Days Away, Restricted or Transferred Rate) (attach documentation/screen printout, if applicable)

**Experience Modifier Rate**

\_\_\_\_\_ EMR (attach documentation from insurance company, write N/A if not applicable)

4. Debarment and tax liability status (See Terms and Conditions for details) - ***Required:***

☐ I/We certify that my business, and any subcontractors, are not debarred by the State of Pennsylvania or the federal government.

☐ I/We certify that my business, and any subcontractors, have no tax liabilities and are not in default of a loan or funding agreement administered by the State of Pennsylvania.

## **GENERAL CONTRACTOR INFORMATION FORM**

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5. Certificate of Insurance (See Terms and Conditions for details) - **Required**:

☐ I/We have included with my response a copy of my Certificate of Insurance with my current levels of coverage.

This quote is submitted in response to the RFP for the project described within. The quote is based on my knowledge of the plans and specifications identified within. This quote will remain valid for 90 days after submission. If awarded the RFP, I agree to sign a contract with the Chesapeake Conservancy.

Company Name: \_\_\_\_\_ Company Tax ID (EIN): \_\_\_\_\_

Company Address: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENTS:**

The following Attachments are included for reference as part of this RFP:

Attachment A – Maintenance/Assessment and Spray Report

Attachment B – RFP Scoring Sheet

## Attachment A - Maintenance/Assessment and Spray Report

Project Name: \_\_\_\_\_

Landowner Name and Site Address: \_\_\_\_\_

Date of Work: \_\_\_\_\_

Contractor/Inspector Name: \_\_\_\_\_

# of trees originally planted (if known): \_\_\_\_\_

# of live trees counted as "well established" (trees that do not need spot spray): \_\_\_\_\_

# of live trees spot sprayed: \_\_\_\_\_ Total # of live trees: \_\_\_\_\_

# of dead trees counted: \_\_\_\_\_

Is natural regeneration present (if easily identified): ☐ Yes ☐ No

### Noxious/Invasive Plant Species Present and Animal Pressure

Check all that apply. Specify density and percent coverage:

	Light	Moderate	Heavy	% Coverage
<input type="checkbox"/> Autumn Olive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Buckthorn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Callery Pear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Giant Hogweed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Japanese Barberry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Japanese Knotweed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Japanese Stiltgrass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Mile-a-Minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Multi-flora Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Oriental Bittersweet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Poison Hemlock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Privet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Purple Loosestrife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Reed canary grass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Shrub Honeysuckle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Tree of Heaven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Deer Browsing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☐ Signs of livestock in the buffer

Overall buffer condition: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

*rate on a scale from 1 to 5 (1-nonexistent/complete failure, 5-fully functional)*

Photos: Take 5 photos which best depict the overall conditions of the site



## Maintenance Requirements Check all boxes that apply

**N/A** – Does not apply to the site

**Good Condition/No Maintenance Required** – Applies to the site but no maintenance is needed at this time

**Maintenance Completed This Visit\*** – Maintenance for this task was performed during today's site visit - Specify approx. number of acres treated

**Future Maintenance Is Needed\*** – Maintenance for this task is needed in the future (within the next 6 months) - Specify approx. how many hours is needed

*\*if maintenance was performed this visit but wasn't completed and future maintenance is needed for the buffer to function successfully, check both boxes and indicate the number of acres treated (this visit) and how many hours are needed to complete the activity (future visit)*

	N/A	Good Condition/No Maintenance Required	Maintenance Performed This Visit	Approx. Treated Acres	Future Maintenance Is Needed	Approx. How Much (# of hours)
<b>Shelter Maintenance Activities</b>						
Secure shelters and stakes (Flush or 1" below ground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Replace tubes and stakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Secure/remove bird netting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Remove anything inside shelter that isn't the planted material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Remove shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<b>Manual Maintenance Activities</b>						
Mowing/weed whacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Brush Hog/forest mulching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<b>Pesticide/Herbicide Maintenance Activities</b>						
Apply deer repellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Spot spray around live planted trees**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Invasive control/herbicide**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

**\*\*Contractor must complete attached Spray Report when applying herbicide**

Does contractor recommend replanting (goal 150 trees per acre)? ☐ Yes ☐ No Acres for replanting:\_\_\_\_\_ Number of Trees for replanting:\_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

## Spray Report\*

Applicator Name: \_\_\_\_\_ BU Number: \_\_\_\_\_

Applicator License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Applicator Company Name: \_\_\_\_\_

Applicator Company Address: \_\_\_\_\_

Application Date and Time:	
Site Address, Landowner Name & Contact Number	
Site Location	

Chemical	Manufacturer	EPA Reg. #	Mix Rate	Amount Solution Applied

Equipment Method	Species Treated

Temperature / Cloud Cover	Wind Speed	Wind Direction

Signature of Applicator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Attach map and show portion of buffer treated

## Attachment B - RFP Scoring Sheet

Summer 2025 Riparian Buffer Maintenance

Landowner/Job Name: Huntingdon County

BMP #: 104

Evaluation Criteria / Points	%	Bidder Name		Bidder Name		Bidder Name		Bidder Name	
		Score (1-10)	Result	Score (1-10)	Result	Score (1-10)	Result	Score (1-10)	Result
Adherence to RFP Instructions 1 (some documents filled out completely) - 10 (all documents filled out completely)	5		0		0		0		0
Bid Price 1 (highest price) - 10 (lowest price) <i>Bid will not be considered without a price.</i>	30		0		0		0		0
Insurance Coverages 1 (limited insurance) - 10 (meets preferred levels of insurance) <i>Bid will not be considered without insurance.</i>	5		0		0		0		0
Safety Record 1 (did not provide record) - 10 (no reportables/good record)	5		0		0		0		0
Confidence in Quality of Work <i>(Conservancy may also check with other partners for feedback)</i> 1 (no references provided and unknown) - 10 (references provided and has done great work)	25		0		0		0		0
Small, Small Diverse Business 1 (no information provided) - 10 (federal and state small and small diverse business)	5		0		0		0		0
Timeline Adherence 1 (no dates or schedule provided) - 10 (all services will be completed within preferred timeframe)	25		0		0		0		0
<b>Total -- All Evaluation Points</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>