

REQUEST FOR PROPOSAL (RFP)

Riparian Forest Buffer Design-Build

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 proposals for the following services for a riparian buffer tree planting project (buffer acreage will be determined as part of the plan writing process but is expected to be between 2 and 5.9 acres):

- Project management and coordination (direct coordination with landowner and partner agency as well as implementation oversight)
- Write a riparian buffer planting and management plan
- Site preparation
- Implementation (tree and shrub planting)
- 6 months of post planting management activities (maintenance)

RFP OVERVIEW AND PROJECT DESCRIPTION

RFP Release Date: November 19, 2025

Landowner Name: Ivan L and Wendy J Yoder

Project Location: 1660 State Route 304
Winfield, PA 17889
Union County, Union Township

RFP Issuing Office: Chesapeake Conservancy
Email: paprograms@chesapeakeconservancy.org
Phone: 570-372-4065
The issuing office is the sole point of contact for this proposal.

Partner Organization: Union County Conservation District (Savannah Rhoads)

**Site Showing/
Pre-Bid Meeting:** A ***mandatory*** site showing will be held at the Project Location on:
December 16, 2025 at 1:00 PM EDT

In the event of inclement weather, a backup date of December 18, 2025 at 1:00 PM EDT has been set. Bidders will be notified if the December 16 showing is cancelled.

Proposals will not be accepted from bidders who do not attend the site showing.

Registration for the Site Showing and Pre-Bid Meeting is required electronically:
Registration Deadline: **December 9, 2025**
Registration Email: paprograms@chesapeakeconservancy.org
Include "Ivan Yoder Site Showing Registration" in the subject line.

RFP Due Date: **All proposals must be submitted by:**
January 9, 2026 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
Include "Ivan Yoder 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:
January 20, 2026

Questions: All questions regarding this RFP should be submitted to:
Frank Rohrer; paprograms@chesapeakeconservancy.org; 570-372-4065
Or
Savannah Rhoads; srhoads@unionco.org; 570-217-3072

Include "Ivan Yoder RFP Question" in the subject line of the email.

Project Description:

The buffer tree planting project identified in this RFP is part of a larger stream restoration project being coordinated by Union County Conservation District that will be implemented in three phases from 2025 to 2027 or 2028. Refer to Attachment A – Ivan Yoder Location Map for the location of the property.

Phase 1 involves in-stream restoration (not part of this RFP) followed by tree planting in the riparian buffer (this RFP) on a portion of the Ivan Yoder property. Phase 1 begins across from Supplee Mill Road and continues downstream to the property line as indicated in Attachment B – Ivan Yoder Preliminary Buffer Map – Draft. Phases 2 and 3 will involve the same practices on the remainder of the Yoder property as well as the Stabler Development Company property that is located directly upstream. The tree planting for the Phase 2 and 3 buffers will be addressed through future RFPs pending funding.

It is anticipated that Phase 1 of the in-stream restoration will be completed by February 2026 with the site preparation for the tree planting to occur from spring through early fall 2026. The selected contractor shall complete all necessary site preparation prior to planting the trees in fall 2026. The tree planting is anticipated to occur in October - November of 2026. Buffer maintenance funded through this RFP will occur in spring 2027 with an end date of June 15, 2027.

This RFP includes project management as a service. The contractor shall work very closely with the Union County Conservation District to co-manage the project. The contractor will be expected to lead communications with the conservation district, Chesapeake Conservancy and the landowner throughout all aspects of this project and be a direct point of contact for the landowner. The Union County Conservation District will serve as a liaison to assist the contractor with coordination and communication but the contractor will have a large responsibility to ensure effective communication.

The successful bidder will be responsible for the following:

Service 1: Project Management and Coordination

- a. Coordinate the restoration project and serve as a main point of contact for the landowner.
- b. Coordinate and communicate project logistics, details and updates directly with the landowner, Union County Conservation District and Chesapeake Conservancy. Contractor shall meet with the landowner, Union County Conservation District and Chesapeake Conservancy to discuss project details, choose

species, gather landowner and partner preferences and prepare planting plan. This will require a minimum of one on site meeting to begin the planning process and may require additional on site meetings. This will also require numerous phone calls and email communications led by the Contractor as well as possible virtual meetings. Contractor will update all partners promptly if any challenges, timeline delays or questions arise and will coordinate with all parties prior to beginning each service.

- c. Coordinate and attend “pre-construction” meetings with the landowner, Union County Conservation District and Chesapeake Conservancy prior to each phase of the project beginning (site prep, implementation and post planting establishment) to review the work to be performed.
- d. Contractor shall notify the landowner, Union County Conservation District and Chesapeake Conservancy at least three (3) days prior to being on site and within three (3) days after completion of each phase of the project.
- e. Contractor shall ensure that the project complies with all local, state and federal laws and regulations. Contractor shall ensure that all necessary permits are obtained by landowner prior to implementation.
- f. Contractor shall comply with all Pennsylvania One Call laws and regulations.

Service 2: Plan Writing

- a. Write a riparian buffer tree planting and management (maintenance) plan for a total of approximately 2 - 5.9 acres at the location indicated on Attachment B – Ivan Yoder Preliminary Buffer Map – Draft. Attachment B shall be used as a general guide when creating the plan. **The final width, layout and acreage of the buffer shall be determined in consultation with all parties during the planning process.** The landowner’s preferences as well as grant requirements will guide many of the buffer details.
 - Note: The reason there is a large range in the potential acreage of this buffer is because some of the potential buffer area is currently forested and may require no planting or limited planting of shrubs. Again, the final acreage to include in the plan will be determined during the planning process.
- b. The plan shall meet the minimum PA Department of Conservation and Natural Resources (DCNR) specifications and **shall include, at a minimum, all of the information contained in Attachment C – Riparian Forest Buffer Planting Plan Template. The format of the plan can vary from Attachment C, but the plan must contain the required information, including a high quality detailed plan map.**
- c. The successful bidder shall consult with Chesapeake Conservancy and Union County Conservation District prior to beginning the plan to discuss plan requirements and specifications.
- d. **The planting and management plan must be written and submitted to Chesapeake Conservancy no later than March 30, 2026.**
- e. The plan shall include a long-term management (post planting establishment) plan (5 years) for the project but **only the activities up to June 15, 2027 will be contracted through this RFP. Bidders should NOT include the cost for any post planting establishment work beyond June 15, 2027 in their quote.**
- f. The successful bidder will submit the plan to Chesapeake Conservancy who will review it and submit it to DCNR for approval. **The successful bidder will be responsible for making edits to the plan as needed to satisfy DCNR, Chesapeake Conservancy and Union County Conservation District requirements.** The plan

must be approved by DCNR, Chesapeake Conservancy and Union County Conservation District prior to beginning site preparation/implementation.

- g. The recommended planting density for trees/shrubs is **150 stems/acre** per DCNR guidelines. However, this number may be reduced due to the narrow width of the buffer and the presence of existing trees in the proposed buffer area. If planning for a density of less than 150 stems/acre, Contractor shall include justification in the plan.
- h. The recommended minimum height for trees to be planted is 4 feet. The recommended minimum height for shrubs to be planted is 2.5 feet. Trees and shrubs of greater height are strongly encouraged and preferred. Height shall be measured from the soil line to the tip of the highest terminal bud. Contractor should incorporate these minimum heights into the plan unless deemed infeasible.
- i. It is recommended that all trees and shrubs to be planted be containerized with a minimum size of 1-gallon. 2 or 3 gallon containers are strongly encouraged and preferred. Contractor should incorporate these minimum sizes into the plan unless deemed infeasible.
- j. Species to be planted shall be determined during the planning process. Contractor shall include a variety of species to ensure biodiversity. Contractor shall plant a minimum of 5 different species. Planting more than 5 species is encouraged.
- k. The use and type of shelters to be used, if any, is subject to Chesapeake Conservancy approval.
- l. **The Contractor shall consider and include when feasible the preferences of the landowner.** Chesapeake Conservancy, Union County Conservation District and DCNR will have the final determination of what is included in the final plan and what is to be implemented. However, this is a team effort and all parties will work together to ensure the plan is acceptable to all involved.
- m. The contractor shall follow the specifications of the plan when performing all services.
- n. The following information was preliminarily gathered and is to be considered by the Contractor during the planning process:
 - The proposed buffer area consists primarily of a mix of invasive and native plants with invasives outnumbering the native species. Invasive plant species are heavy throughout most of the buffer and will require multiple visits to obtain adequate control. Invasive species consist of Norway maple, bush honeysuckle, autumn olive, multiflora rose, mile-a-minute, Japanese stiltgrass and others. Many of the Norway maple are large and will remain to provide continued streambank stability and shade. The smaller Norway maple may be treated. Native species consist of black walnut, black cherry, spicebush, raspberries, box elder and others.
 - The general strategy for this buffer establishment project will be to control the invasive plants and plant native shrubs in an effort to replace the invasive plant community. **The landowner requests that no trees that will become large when mature be planted. Thus, the species to be planted will likely consist of all shrubs with the possibility of some small flowering trees in Field 3.** See Attachment B for the preliminary buffer field layout.
 - The final species list and planting density will be decided in consultation with the Contractor, landowner, Union County Conservation District and Chesapeake Conservancy during the planning process. No invasive or noxious weeds are permitted to be planted and species selected must meet the site requirements.

- It is strongly preferred that the species chosen for planting are aesthetically pleasing (fall color, flowering, berry producing, colorful bark/stems etc. The contractor shall choose as many species as possible that have strong aesthetic appeal.
- Due to the presence of many black walnut trees, species shall be selected that are considered tolerant of black walnut.
- There are large catalpa trees in the proposed buffer and these will remain and are not to be controlled.
- The landowner desires to maintain as much of his existing crop/hay fields as possible without establishing the buffer in these fields. As such, buffer fields 4-7 will be 15 feet wide in most places as indicated in Attachment B.
- Field 2 is proposed as a very narrow buffer along the road and will consist of invasive control only. No planting will occur in Field 2.
- There is potential for a 0.2 acre pollinator/meadow planting in a portion of Field 3 pending landowner interest.
- Field 8 consists of an existing buffer that averages about 80 feet in width with an existing canopy of native and invasive plants, however the actual width to be included as a buffer and the work to be done in this field will be determined as part of the planning process.
- Landowner has interest in seeding milkweed into the buffer.
- There is a short drainage on the north side of the stream that runs from Rt 304 to the stream. At this time it is unlikely that there will be a buffer established along this drainage. However, the final decision as to whether or not this will be included in the buffer will be made by the landowner during the planning process.

Service 3: Site Preparation

- a. Implement the site preparation activities as described in the plan.
 - Typical site preparation includes but may not be limited to:
 - Delineating and flagging buffer/project boundaries and planting locations
 - Herbicide applications
 - Invasive plant control (woody and non-woody)
 - Mowing
- b. Complete and submit Spray Report found in Attachment D (or equivalent) to Chesapeake Conservancy. Spray reports shall be submitted for each pesticide application.
- c. Site preparation, **including flagging the project boundaries**, shall be done in close consultation with Union County Conservation District, Chesapeake Conservancy and the landowner.
- d. No site preparation services may occur until the planting and management plan is approved by the landowner, DCNR and Chesapeake Conservancy.

Service 4: Implementation

- a. Implement the activities in the plan including but not limited to tree and shrub planting.
 - **The installed practices must meet the specifications (including species and size) of the approved plan and DCNR. The successful bidder will be responsible for any necessary corrections needed to meet specifications.**
 - The practices will be implemented in the areas shown on the plan map(s).
 - If the minimum size is not available for a species, substitutions of size or species may be acceptable. However, the successful bidder will consult with Chesapeake Conservancy for prior approval if using smaller stock or substituting species.
- b. Complete and submit Spray Report, if applicable, found in Attachment D (or equivalent) to Chesapeake Conservancy. Spray reports shall be submitted for each pesticide application.
- c. Complete and submit Attachment E – Final Report or equivalent to Chesapeake Conservancy. Final Report will include the following:
 - Complete list of tree and shrub species and quantities that were planted.
 - Provide a minimum of 5 high quality project photographs with descriptions. Photographs of work in progress as well as “before and after” are encouraged. Photographs shall be emailed to the Conservancy at frohrer@chesapeakeconservancy.org.
 - Final as-built map showing final project boundaries; *only needed if the final project boundaries differ from the original plan.*
- d. Implementation shall be done in close consultation with Union County Conservation District, Chesapeake Conservancy and the landowner.

Service 5: Post Planting Establishment (to occur in 2027)

- a. Implement the post planting activities for 2027 as described in the plan. This contract will not include any post planting work beyond June 15, 2027.
 - Post planting establishment activities will follow the approved plan.
 - Typical activities include but may not be limited to:
 - Spraying herbicide in 6’ x 6’ squares around all planted trees/shrubs
 - Spot spraying herbicide to control invasive and noxious weeds
 - Applying deer repellent to planted trees/shrubs
 - Shelter maintenance (if applicable)
- b. Assess buffer, complete and submit Attachment F – Maintenance/Assessment Report to Conservancy no later than June 15, 2027.
- c. Complete and submit Spray Report found in Attachment D (or equivalent) to Chesapeake Conservancy. Spray reports shall be submitted for each pesticide application.
- d. Post planting establishment work shall be done in close consultation with Union County Conservation District, Chesapeake Conservancy and the landowner.

The contract will include, but is not limited to, the materials, labor and equipment to write the riparian buffer planting and management plan and complete the activities listed in the Project Description and specified in the approved riparian buffer planting and management plan.

RFP TERMS AND CONDITIONS

Selected contractors will be working with Chesapeake Conservancy and Union County Conservation District on the implementation of this project.

TIMELINE AND SCHEDULE:

Contractors shall include with their response the proposed dates for the following:

- Completion date of planting plan
- Start date of site preparation
- Start date of implementation
- Completion date of implementation
- Completion date for the final year of post planting establishment

Riparian buffer planting and management plan must be written and submitted to Chesapeake Conservancy no later than March 30, 2026.

Site preparation should be started no later than May 15, 2026 and must be completed prior to tree planting but in no case later than October 15, 2026.

Implementation must be completed no later than November 30, 2026.

Post planting establishment work must be completed no later than June 15, 2027.

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.

WARRANTY/PLANTING GUARANTEE: Bidders shall include with their response, a description of their planting guarantee/warranty.

PENNSYLVANIA ONE CALL:

Contractor shall follow all laws and regulations relating to the Pennsylvania One-Call System, including submitting all required locate requests to the Pennsylvania One-Call System to assist with the prevention of accidental damage to underground public utilities. Contractor shall also submit all required design notifications to the Pennsylvania One-Call System.

Chesapeake Conservancy has submitted an initial design notification to the Pennsylvania One-Call System. Details are below.

<i>PA One Call:</i>	<i>1-800-242-1776 or 811</i>
<i>Project Design Serial #:</i>	<i>20252603782</i>

The initial design notification indicates a conflict with UGI Utilities!

The following is a message from UGI Utilities:

A PA One Call ticket that potentially conflicts with a high-pressure gas facility was received.

UGI requires an on-site presence when excavation is to take place within 25 feet of a high-pressure transmission or distribution line. If our locator determines your excavation area to be within that distance, contact will be made with the on-site contact listed on your PA One Call ticket and a contact established to schedule our on-site presence during your excavation activities. If contact is not made prior to the start of your excavation, but you believe you will be within the 25 feet of a high-pressure gas facility, please reach

out at 1-800-276-2722, let a UGI representative know where you are going to be performing your excavation activities, and provide the UGI representative with your PA One Call serial number. For any activity that results in a release or odor of gas, 911 must be called immediately. If a UGI facility is contacted or exposed, without a release or odor, it must be reported immediately to 811 and UGI utilities at 1-800-276-2722.

While designing your project, please ensure a minimum of five feet of horizontal separation from all UGI assets. Also please keep in mind additional separation may be required for any facility installations that could carry or leak heated materials such as steam. Please consult with UGI if these conditions exist.

COMMUNICATION:

Communication between the contractor, landowner, Union County Conservation District and Chesapeake Conservancy is crucial to a successful project. The contractor shall communicate closely with the landowner, Frank Rohrer, Chesapeake Conservancy (570-372-4065) and Savannah Rhoads, Union County Conservation District (570-217-3072) on all aspects of this project.

PAYMENT INFORMATION:

Contractor shall invoice the Conservancy for services rendered during the preceding month. Invoices will be paid after all required documentation have been received and approved AND the Conservancy receives reimbursement from its funding source. We anticipate the time from invoice submission to payment to be 60 calendar days. This may be longer if our payment from our funder is delayed. Required documents may include an Application for Payment form, enhanced minimum wage documentation, final report, maintenance assessments and spray report.

GRANTS:

The terms and conditions of the National Fish and Wildlife Foundation Innovative Nutrient and Sediment Reduction Grant Agreement (0602.24.082478), PA Department of Conservation and Natural Resources Forest Buffer Grant Agreements (BRC-RFB-27-209 and BRC-RFB-28.6-81) and Pennsylvania Hamer Foundation grant(s) apply to the contracts that result from this RFP. Copies of the grant(s) are available upon request.

WORKER PROTECTION INVESTMENT AND CERTIFICATION FORM:

Commonwealth grants require contractors to sign the Commonwealth of Pennsylvania Worker Protection Investment and Certification Form acknowledging compliance with Executive Order 2021-06, Worker Protection and Investment (October 21, 2021). Contractors shall complete the Worker Protection Investment and Certification Form and submit it with their RFP response.

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.

ENHANCED MINIMUM WAGE PROVISIONS:

Enhanced minimum wage provisions apply to contractors and subcontractors for **all labor** to complete any services and tasks described in the Project Description. Enhanced minimum wage applies when a contractor's employee(s) spends at least twenty percent of their time performing labor on the project in a given work week.

- Contractors shall follow and ensure that all subcontractors follow the required enhanced minimum wage provisions outlined below per Pennsylvania's Department of General Services* for **all labor**.
- Effective July 1, 2025, the enhanced minimum wage rate is \$17.31 per hour ([55.Pa.B.2421](#))
- An annual cost of living adjustment is applied to the minimum wage rate each July. *All services completed after July 1st must be paid at the new rate.*

- Contractor and all subcontractors will be required to send timesheets/payroll documentation to Chesapeake Conservancy.

***PA Department of General Services
Enhanced Minimum Wage Provisions**

- a. **Enhanced Minimum Wage.** Contractor/Lessor agrees to pay no less than \$17.31 per hour to its employees for all hours worked directly performing the services called for in this Contract/Lease, and for an employee's hours performing ancillary services necessary for the performance of the contracted services or lease when such employee spends at least twenty percent (20%) of their time performing ancillary services in a given work week.
- b. **Adjustment.** Beginning July 1, 2023, and annually thereafter, the minimum wage shall be increased by an annual cost-of-living adjustment using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for Pennsylvania, New Jersey, Delaware, and Maryland. The applicable adjusted amount shall be published in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.
- c. **Exceptions.** These Enhanced Minimum Wage Provisions shall not apply to employees:
 1. Exempt from the minimum wage under the Minimum Wage Act of 1968;
 2. Covered by a collective bargaining agreement;
 3. Required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or
 4. Required to be paid a higher wage under any state or local policy or ordinance.
- d. **Notice.** Contractor/Lessor shall post these Enhanced Minimum Wage Provisions for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed.
- e. **Records.** Contractor/Lessor must maintain and, upon request and within the time periods requested by the Commonwealth, furnish all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.
- f. **Sanctions.** Failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but shall not be limited to, termination of the contract or lease, nonpayment, debarment or referral to the Office of General Counsel for appropriate civil or criminal referral.
- g. **Subcontractors.** Contractor/Lessor shall include the provisions of these Enhanced Minimum Wage Provisions in every subcontract so that these provisions will be binding upon each subcontractor.

INSURANCE REQUIREMENTS:

Bidders shall include a copy of their current Certificate of Insurance (COI) that reflects their existing levels of liability insurance coverage. Prior to executing a contract with the Conservancy, the successful bidder and all subcontractors must obtain the following minimum levels of liability insurance, **at their own expense**. Contractors who do not carry commercial liability insurance for religious reasons and/or are self-insured should provide applicable documentation with their bid response.

<i>Type of Insurance Coverage</i>	<i>Limit Required</i>
General Liability -	
Each Occurrence:	\$1,000,000
Automobile Liability -	
Combined Single Limit (Each Accident):	\$1,000,000
Excess or Umbrella Liability -	
Each Occurrence:	\$2,000,000
Workers Compensation and Employer's Liability* -	
E.L. Each Accident:	\$1,000,000
E.L. Disease - Each Employee:	\$1,000,000
E.L. Disease - Policy Limit:	\$1,000,000
Pesticide Liability** –	
Each Occurrence:	\$1,000,000

* *Workers Compensation and Employer's Liability can be waived for sole proprietors.*

** *Pesticide Liability can be a standalone policy or an endorsement to the Contractors general liability policy. The Certificate of Insurance must clearly indicate that Pesticide Applications are included in the coverage.*

Contractors and subcontractors will be required to include a waiver of subrogation in favor of Chesapeake Conservancy 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.

Contractors shall account for the above noted insurance requirements when submitting their response.

Immediately following the RFP award notification, the successful bidder shall work with their insurance agent to obtain the insurance requirements noted above. The awarded Contractor and all subcontractors shall provide Chesapeake Conservancy with a current COI certified by a licensed insurance broker within 14 days of award notification. The approved COIs need to be provided to Chesapeake Conservancy prior to signing a contract.

Note: *Bidders **do not** need to change their current liability insurance or add additional insured and waiver of subrogation to their policies when responding to the RFP. Only the successful bidder will be required to meet the insurance requirements noted above after the bid is awarded. The Certificate Holder should be as follows: Chesapeake Conservancy, 1212 West Street, Annapolis, MD 21401.*

BIOSECURITY:

The successful bidder is encouraged to follow basic farm biosecurity practices.

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:

- i. 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) 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 and with the Pennsylvania Department of General Services at 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 G 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. Bidders are responsible for determining the quantities needed to complete the project. The successful bidder will be responsible for determining the final quantities as part of the planning process.

At a minimum each proposal response must include:

- Contractor Response Form
 - Price – including total costs for project management and plan writing, and per acre costs for site preparation, implementation and post planting establishment.
 - Three references
 - List of subcontractors used (if applicable)
 - Proposed start dates
 - Proposed completion dates
 - Warranty/Planting guarantee
 - Proposed planting stock size
 - Enhanced minimum wage certification
 - Safety performance
 - Debarment and tax liability certification
 - Insurance requirements - agreement to obtain or documentation of self-insurance
 - Signed by authorized representative
- Current Certificate of Insurance
- Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (signed)

All proposals 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 G – 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: Ivan Yoder Forested Riparian Buffer

Project Location: 1660 STATE ROUTE 304, Winfield, PA 17889, Union County

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

Service Type

Price

Service 1 – Project Management/Coordination \$ _____

Service 2 – Plan Writing \$ _____

Service 3 – Site Preparation

Cost Per Acre*

(include materials and labor)

\$ _____

Service 4 – Implementation

Cost Per Acre*

(include materials and labor)

\$ _____

Service 5 – Post Planting Establishment

Cost Per Acre*

(include materials and labor)

\$ _____

**The buffer is expected to be 2.0 – 5.9 acres in size. The maximum number of acres for this buffer is expected to be approximately 6.0.*

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

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

4. Proposed completion date of planting plan - ***Required:*** _____

5. Proposed start date of site preparation - ***Required:*** _____

6. Proposed start date of implementation - ***Required:*** _____

CONTRACTOR RESPONSE FORM

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7. Proposed completion date of implementation (not including post planting establishment)

Required: _____

8. Proposed completion date of 2027 post planting establishment - **Required:** _____

9. I/We provide the following planting guarantee/warranty. If none, enter "none" - **Required:**

10. Proposed planting stock size (indicate container sizes and minimum height for trees and shrubs that will be written into the plan) - **Required:**

11. Enhanced Minimum Wage Rate Provisions (See Terms and Conditions for details) - **Required:**

☐ I/We agree to comply with the enhanced minimum wage rate provisions.

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

I have registered with Sam.gov and my business (or any subcontractors listed above) qualifies as a

☐ Small Business and/or ☐ Small Diverse Business

I have registered with the PA Dept of General Services and my business (or any subcontractors listed above) has been certified as a ☐ Small Business and/or ☐ Small Diverse Business.

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

OSHA Records

☐ I 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)

CONTRACTOR RESPONSE FORM

Page 3 of 3

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

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

15. Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (See Terms and Conditions for details) - **Required:**

- ☐ I have included with my response the completed Worker Protection Investment and Certification Form

16. Insurance Requirements (See Terms and Conditions for details) - **Required:**

- ☐ I have included a copy of my current COI. If awarded the contract, I agree to obtain the levels of insurance outlined in the Terms and Conditions of the RFP within 14 days of award notification and prior to signing a contract.
- ☐ I do not carry commercial liability insurance due to religious reasons and/or I am self-insured. I have included supporting documentation with my response.

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. I acknowledge that I or my representative attended the site showing listed above. 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: _____



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

- A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
1. Construction Workplace Misclassification Act
 2. Employment of Minors Child Labor Act
 3. Minimum Wage Act
 4. Prevailing Wage Act
 5. Equal Pay Law
 6. Employer to Pay Employment Medical Examination Fee Act
 7. Seasonal Farm Labor Act
 8. Wage Payment and Collection Law
 9. Industrial Homework Law
 10. Construction Industry Employee Verification Act
 11. Act 102: Prohibition on Excessive Overtime in Healthcare
 12. Apprenticeship and Training Act
 13. Inspection of Employment Records Law
- B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

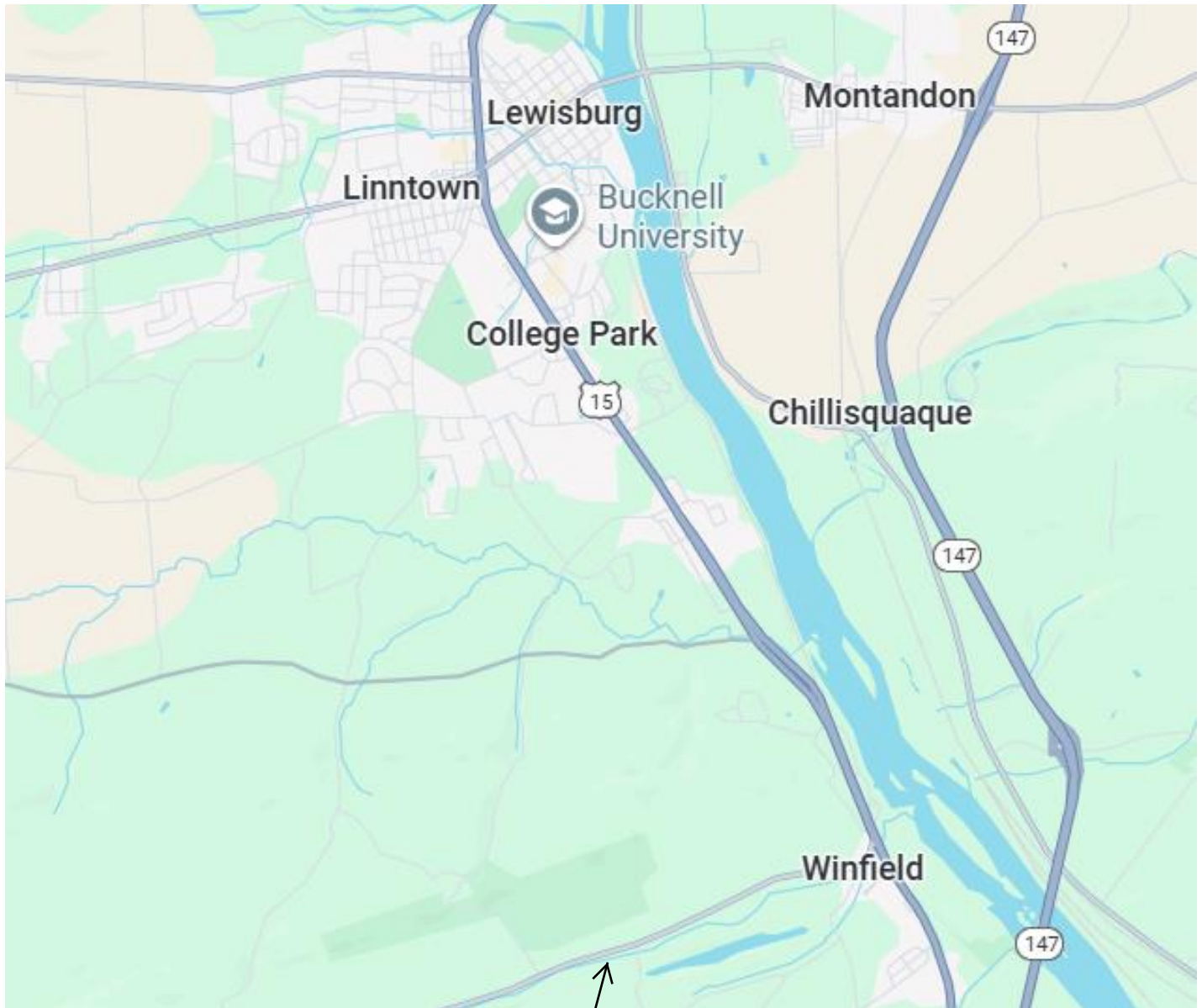
<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

ATTACHMENTS:

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

- Attachment A – Ivan Yoder Location Map
- Attachment B – Ivan Yoder Preliminary Buffer Map – Draft
- Attachment C – Riparian Forest Buffer Planting Plan Template
- Attachment D – Spray Report
- Attachment E – Final Report
- Attachment F – Maintenance/Assessment Report
- Attachment G – RFP Scoring Sheet

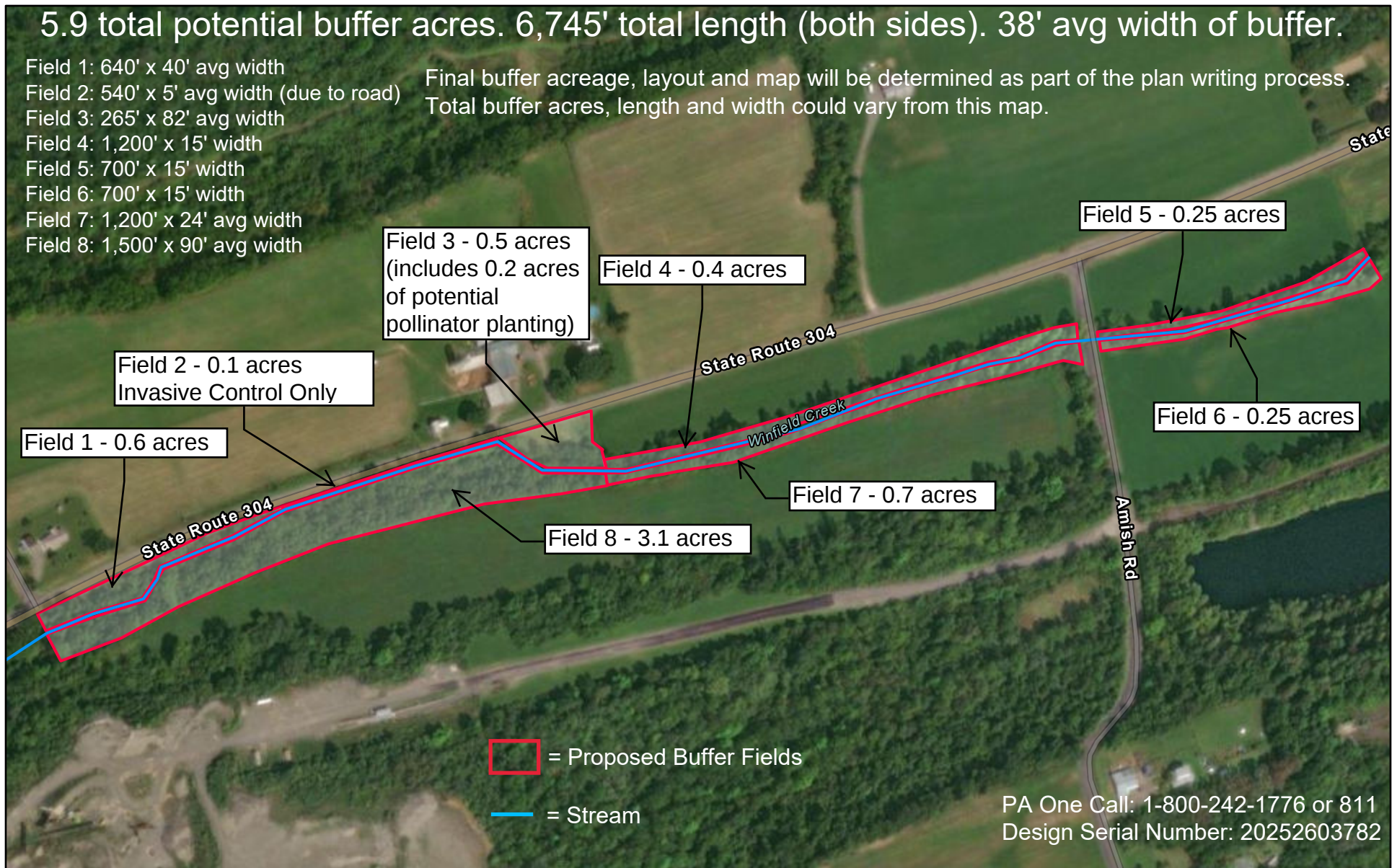
Attachment A – Ivan Yoder Location Map



Project Location:
1660 State Route 304
Winfield, PA 17889
GPS Coordinates: 40.902882, -76.879799

PA One Call: 1-800-242-1776 or 811 Design Serial #:20252603782

Attachment B - Ivan Yoder Preliminary Buffer Map - Draft



10/16/2025

World Imagery

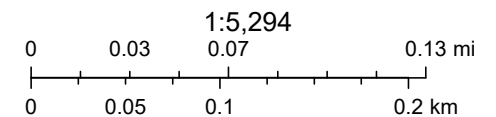
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

1.2m Resolution Metadata



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Maxar

Attachment C: Riparian Forest Buffer Planting Plan Template

Landowner Name: Ivan and Wendy Yoder

Date:

Contact Information

Plan Writer

Name:	
Organization:	
Address:	
Phone:	
Email:	

Landowner

Name:	Ivan L and Wendy J Yoder
Mailing Address:	1660 State Route 304, Winfield, PA 17889
Phone:	570-768-0876
Email:	none

Project Manager

Name:	
Organization:	
Phone:	
Email:	

Implementation Partner

Name:	Frank Rohrer
Organization:	Chesapeake Conservancy
Phone:	570-372-4065
Email:	frohrer@chesapeakeconservancy.org

Implementation Partner

Name:	Savannah Rhoads
Organization:	Union County Conservation District
Phone:	Office: 570-524-3863 Cell: 570-217-3072
Email:	srhoads@unionco.org

Planting Contractor (if known)

Name:	
Address:	
Phone:	
Email:	

DCNR Service Forester or DCNR Watershed Specialist

Name:	Kyle Seyler
Address:	18865 Old Turnpike Road, Millmont, PA 17845
Forest District:	Bald Eagle State Forest
Phone:	570-922-3344
Email:	kseyler@pa.gov

Site Information

Site Address:	1660 State Route 304, Winfield, PA 17889
County:	Union
Municipality:	Union
Proposed Buffer Coordinates:	40.902882, -76.879799
Stream Name:	Winfield Creek
Type of Operation (cattle, horse, non-ag, organic, etc.):	Sheep, horses. No livestock of any kind is near stream or proposed buffer. Crop fields border the proposed buffer.

Utility Lines

PA One Call System:	1-800-242-1776 or 811; https://www.pa1call.org
Final Design Serial # Assigned:	
Conflicts Identified:	(Identify any conflicts). Contractor must submit Design and Routine Notification Request as required by law.

Current Site Conditions

Native woody species present in buffer and relative amounts:	
Invasive/noxious weeds (woody and non-woody) present in buffer and relative amounts:	
Deer pressure:	
Current land use of buffer:	
Condition of streambank:	

Plan Details

Project Description

(Provide a description of the project. Include as much detail as desired. If property is organic, mention that here and elsewhere as appropriate and identify pesticide restrictions)

Total Acres, Width and Length

Total buffer acres:	
Total acres of tree establishment:	
Total avg width of buffer (ft):	
Total linear feet of buffer (include both sides of stream if project involves both sides):	

Stem Numbers, Density and Size

Total number of trees and shrubs to be planted:	
Overall stems per acre to be planted:	
Tree and shrub stock size (describe with as much detail as needed):	

Tree Protection

Describe types and numbers of shelters, used if any:	
Describe which trees/shrubs will be sheltered:	
Describe any other tree protection:	

Species Selection

Substitutions of species and sizes by the planting contractor are allowable with approval from Chesapeake Conservancy. Quantities of each species can vary pending availability.

Trees and shrubs will be planted in the ecologically appropriate areas, with species tolerating wet conditions planted in wet areas, and species preferring dry sites planted in drier areas.

TREES

Total Number of Trees To Be Planted: _____

Recommended TREE species, sizes and quantities for the project are listed below.

SHRUBS

Total Number of Shrubs To Be Planted: _____

Recommended SHRUB species, sizes and quantities for the project are listed below.

Planting Zones

(Use this section only as needed. All buffers may not need 3 zones—use the number of zones that is appropriate. Add specific species recommended for each zone if desired. If not using zones, delete this entire section from the plan.)

ZONE 1

(Edit this language as needed for the specific project. Be sure to describe the width of the zone. Add more details if desired.) From stream edge to 15 feet; only Pennsylvania native riparian forested trees and shrubs are permissible; no harvesting zone. A planting density of 150 stems per acre is recommended. This may include shrubs, but should be a minimum of 100 native trees per acre.

Zone 1 Summary

Total acres:	
Total number of Zone 1 trees:	
Total number of Zone 1 shrubs:	
Total number of stems:	
Stem spacing (ft) (describe with detail if needed):	

ZONE 2

(Edit this language as needed for the specific project. Be sure to describe the width of the zone. Add more details if desired.) From edge of Zone 1 out another 20 feet to 35 feet or more; fruit and nut trees and shrubs are permissible, otherwise plant Pennsylvania native trees and shrubs or a combination; non-mechanical harvest is allowed; may include non-native fruit, nut, or woody florals, but they cannot be species listed in “Invasive Plants in Pennsylvania”.

Zone 2 Summary

Total acres:	
Total number of Zone 2 trees:	
Total number of Zone 2 shrubs:	
Total number of stems:	
Stem spacing (ft) (describe with detail if needed):	

ZONE 3 (if applicable)

(Edit this language as needed for the specific project. Be sure to describe the width of the zone. Note that there may not always be a Zone 3 depending on the project specifics. Describe Zone 3. Add more details if desired.) From edge of Zone 2 out another 50 to 100+ feet; woody florals and forbs, including biomass crops are permissible but they cannot be species listed in “Invasive Plants in Pennsylvania”; mechanical harvest allowed.

Zone 3 Summary

Total acres:	
Total tree/shrub planting acres:	
Total number of Zone 3 trees:	
Total number of Zone 3 shrubs:	
Total number of stems (trees and shrubs):	
Stem spacing (ft) (describe with detail if needed):	

Other Details

Describe any necessary details of the project or special considerations that aren't listed elsewhere in the plan.

Site Preparation

Activity and Methods (mowing, herbicide, invasive control, etc. as applicable) <i>Describe in detail; Be sure to describe how invasives will be controlled</i>	Timeline (month or season, year)	Who Will Perform the Work
Notes and Special Considerations:		

Implementation

Activity and Methods (tree planting, seeding, tree cages, etc. as applicable) <i>Describe in detail; Be sure to describe methods for reducing deer impacts</i>	Timeline (month or season, year)	Who Will Perform the Work
Notes and Special Considerations: 		

Management (Post Planting Establishment)

Activity and Methods (mow, spray, tree protection, replanting, etc. as applicable)	Timeline and Frequency	Who Will Perform the Work
Notes and Special Considerations: (<i>Edit this language as needed. Add additional details if needed.</i>) Landowner will monitor the buffer seasonally for the presence of harmful insects (primarily Eastern tent caterpillar, spongy moth, and Japanese beetle) and will contact the planting contractor or DCNR Service Forester for recommendations. Planting contractor will monitor the buffer anytime they are on site for other activities.		

Multi-Functional Aspects (delete if not applicable)

DCNR defines a multi-functional buffer as: A riparian forest buffer that provides opportunities for harvesting products such as nuts, berries, woody florals, forbs, and potentially woody biomass. Multifunctional buffers can also include benefits to pollinators and wildlife and can also provide other benefits such as fall and spring color.

Species to be planted to create a multi-functional buffer:	
Describe how the buffer will be multi-functional:	

Planting Guarantee (delete if not applicable)

Contractor guarantee of plantings and materials (if applicable):	
--	--

***INSERT PROJECT AERIAL PLAN MAP SHOWING AT A MINIMUM, LANDOWNER NAME, PROJECT ADDRESS, DATE, PROJECT BOUNDARIES, BUFFER ACRES, PA ONE CALL PHONE NUMBER AND FINAL DESIGN SERIAL NUMBER, STREAMS AND PLANTING ZONE BOUNDARIES (if applicable) WITH ACRES OF EACH ZONE. INCLUDE ANY DETAILS NECESSARY FOR CLARITY. USE MORE THAN ONE MAP IF NEEDED FOR DETAILS.**

Attachment D 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

Page 1 of 3

Contractor Name: _____

Section III – Final As-Built Herbaceous/Wildflower Species Planted

[illegible]

List any species substitutions from the original planting plan: _____

Final acreage seeded with herbaceous/wildflower mix: _____

Date seeding was completed: _____

Section IV – Attachments

Attach the following to this report:

1. A minimum of 5 “before” and “after” photographs (jpeg or PDF format) of the site and work completed. Include brief description of each photograph. Photographs should be emailed to Chesapeake Conservancy.
2. Final as-built maps of the work completed *if the final project boundaries differ from the boundaries on the plan map*.
3. Spray reports (with any necessary project notes) within 30 days of herbicide applications (if applicable).

Complete Final Report and send to:

Chesapeake Conservancy
Frank Rohrer
frohrer@chesapeakeconservancy.org
570-372-4065

Attachment F - Maintenance/Assessment Report

Basic Project Information

(If you make multiple visits to the site, please submit only one form that includes information from all visits)

Project Name (include BMP # from contract): _____

Landowner Name and Site Address: _____

Date(s) of Work/Assessment: _____

Contractor/Inspector Names: _____

Total Buffer Acres: _____

Tree/Shrub Count*

A. Enter total number of live trees and shrubs that are “well established” (not spot sprayed around): _____
(count all trees/shrubs that do not need sprayed around; include natural regeneration if present)

+

B. Enter total number of live trees and shrubs that were spot sprayed around: _____
(count all trees/shrubs that you spray around; include natural regeneration if present and sprayed around)

=

C. Enter total number of live trees and shrubs (A + B): _____

*Notes on tree/shrub count and what to spray around. These are generalizations (not hard and fast rules—use your best judgement!).

- For a tree, anything approx. 8' or taller likely will not need to be sprayed around unless there are invasives around it or signs of rodent damage. If the tree has a minimum diameter of 3" at chest height it likely will not need to be sprayed around.
- Shrubs are more difficult to define what needs sprayed. For shrubs, anything approx. 6' or taller likely will not need to be sprayed around. If the shrub is clumping and spreading and looks healthy there is less need for spraying even if it's less than 6' tall.
- If the tree or shrub is *bigger* than the minimum size listed above or is borderline, consider the following:
 - Healthy tree/shrub with lots of lush leaves and branches = lower need to spray
 - Competing vegetation within 6 feet of tree/shrub is low (1 foot or less) = lower need to spray
 - No signs of rodent damage = lower need to spray
 - Tree looks weak or has disease = higher need to spray
 - Competing vegetation within 6 feet of tree/shrub is tall (taller than 1 foot) = higher need to spray
 - Signs of rodent damage = higher need to spray
- Trees and shrubs that don't meet the size criteria are likely going to need to be sprayed around regardless of the other factors.
- If in doubt spray!

Noxious/Invasive Plant Species

Check all boxes that apply. Also specify the percent coverage.

<u>Species</u>	<u>Density*</u>	<u>% Coverage**</u>	
	Light Moderate Heavy		
☐ Autumn Olive	☐	☐	_____
☐ Buckthorn	☐	☐	_____
☐ Burdock	☐	☐	_____
☐ Callery Pear	☐	☐	_____
☐ Crown Vetch	☐	☐	_____
☐ Curly Dock	☐	☐	_____
☐ Giant Hogweed	☐	☐	_____
☐ Japanese Barberry	☐	☐	_____
☐ Japanese Knotweed	☐	☐	_____
☐ Japanese Stiltgrass	☐	☐	_____
☐ Mile-a-Minute	☐	☐	_____
☐ Mugwort	☐	☐	_____
☐ Multi-flora Rose	☐	☐	_____
☐ Oriental Bittersweet	☐	☐	_____
☐ Poison Hemlock	☐	☐	_____
☐ Privet	☐	☐	_____
☐ Purple Loosestrife	☐	☐	_____
☐ Reed canary grass	☐	☐	_____
☐ Shrub Honeysuckle	☐	☐	_____
☐ Spotted Knapweed	☐	☐	_____
☐ Tree of Heaven	☐	☐	_____
☐ Thistle	☐	☐	_____
☐ Teasel	☐	☐	_____
☐ Wild Parsnip	☐	☐	_____
☐ White Mulberry	☐	☐	_____
☐ Wineberry	☐	☐	_____
☐ Other: _____	☐	☐	_____
☐ Other: _____	☐	☐	_____
☐ Other: _____	☐	☐	_____

*Guidance on determining density: This is the density of the individual species within the area that it is growing.

- Light = This species is spotty, here and there. The plants of this species are generally small but there can be a few bigger isolated plants. Some plants of this species may not be easily seen. You can easily walk through them without having to go around them. Native species are often mixed with this species.
- Moderate = This species is easily noticeable. You can generally walk through this species with some effort or may need to go around some of the bigger patches. This species is often but not always the predominate vegetation where it grows. Native species might be mixed with this species to a lower degree.
- Heavy = This species covers large swaths of ground. The plants of this species are generally large but can also be smaller but close together. You may not be able to walk through the majority of this species. This species is the predominant vegetation where it grows and is often a monoculture. Native species are very rarely mixed with this species.

*Guidance on determining % coverage: This is the percent that the individual species takes up on the ground of the entire buffer.

Example: If you estimate that autumn olive lives on 10% of the site, put a 10 in the space provided.

Deer Browse

Check one of the boxes. Provide a description of the extent of damage.

	<u>Density*</u>			
	Light	Moderate	Heavy	None
Deer Browse:	☐	☐	☐	☐
Description:				

*Guidance on determining density: Look for signs that deer have eaten the ends of the branches. Deer typically eat just the outer most couple of inches. Deer tear stems, rodents make a clean cut.

- Light = 1 - 10% of trees/shrubs show damage.
- Moderate = 11 – 40% of trees/shrubs show damage.
- Heavy = Greater than 40% of trees/shrubs show damage.

Livestock Issues

Check the box if there are signs of livestock within the buffer area and provide a description of the signs and the extent of damage done to the buffer and trees.

☐	Description:	

Overall Buffer Condition

Check one of the boxes. Rate on a scale from 1 to 5 (1-nonexistent/complete failure, 5-fully functional).

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

*Guidance on how to score buffer condition: This is an overall evaluation of the buffer taking into consideration all of the factors you are looking at on this sheet. The main factors to consider are number of trees per acre, size of trees and presence of invasive plants. The buffer may not fit exactly into the descriptions below—use your best judgement.

- 1 = Buffer is a complete failure and trees are essentially non-existent (for forested buffers) or very low numbers. 0 – 25 trees per acre. Invasive plants are likely moderate to heavy. If present, almost all shelters are damaged and non-functional. Extensive maintenance or replanting needed.
- 2 = Some trees are present but in low numbers. 25 - 50 trees per acre. Invasive plants are likely moderate to heavy. If present, many shelters are damaged and non-functional. Deer browse may be moderate to heavy. Extensive maintenance or replanting needed.
- 3 = Buffer is partially functioning. Trees are present in moderate numbers. 50 – 100 trees per acre. Trees are of various sizes. Invasive plants may be light, moderate or heavy. If present, most shelters are functioning. Deer browse may be light, moderate or heavy. Maintenance and replanting likely needed.
- 4 = Buffer is functioning well overall. Trees are present in good numbers. 100 – 150 trees per acre. Many trees are likely getting large. Invasive plants are mostly light with a small amount of moderate possible. Some maintenance may be needed. Replanting may or may not be needed.
- 5 = Buffer is fully functioning. Trees are present in heavy numbers. 150+ trees per acre. Invasive plants are light or non-existent. Most trees are large and buffer is well on its way to becoming a mature forest. No maintenance needed in the near future other than possible invasive control on a limited basis.

Photographs

Check the box when complete.

☐	Take 5 photos which best depict the overall conditions of the site
--------------------------	--

Maintenance Requirements

Check all boxes that apply. Check at least one box in each row. If you make multiple visits to the site, please submit only one form that includes information from all visits. See below for definitions.*

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

*Definitions of categories

- **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 12 months after you have completed all maintenance on the project for the year) - Specify approx. how many person-hours are needed.

**Contractor must complete and submit Spray Report when applying herbicide.

Replanting

Check the appropriate box and if needed, provide a description of the replanting needs.

Does contractor recommend replanting (goal is 150 trees per acre)? ☐ Yes ☐ No

Recommended acres for replanting: _____

Recommended number of trees for replanting: _____

Description: _____

Pollinator Meadow/Grass Buffer (if applicable)

Check the box if the buffer includes a pollinator/wildflower planting or grass only buffer and provide a description of the condition and any maintenance needs.

☐ **Description:** _____

Other Notes (if needed)

Attachment G - RFP Scoring Sheet

Landowner/Job Name: Ivan Yoder
BMP #: 116

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
Adherence to Project and Stock Size Specifications 1 (deviates widely from specifications; does not meet minimum container size and plant height requirements) - 10 (adheres to specifications; exceeds minimum container size and plant height requirements)	20		0		0		0		0
Bid Price 1 (highest price) - 10 (lowest price)	20		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)	20		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/Construction Schedule Adherence 1 (no dates or schedule provided) - 10 (all services will be completed within preferred timeframe)	20		0		0		0		0
Planting Guarantee/Warranty 1 (no guarantee or warranty) - 10 (will replant to 100% of original number of stems planted (including non sheltered)	5		0		0		0		0
Total -- All Evaluation Points	100	0	0	0	0	0	0	0	0