

REQUEST FOR PROPOSAL (RFP)

Riparian Forested Buffer Project

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 6.74 acre riparian forested buffer project (5.5 acres to be planted with trees):

- Site preparation
- Implementation (seeding, tree planting)
- Post planting management (maintenance) activities in Spring 2027

RFP OVERVIEW AND PROJECT DESCRIPTION

RFP Release Date: March 2, 2026

Landowner Name: Marion and John Sheridan

Project Location: 3477 Tadpole Road
Pennsylvania Furnace, PA 16865
Centre County, Ferguson 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.

Consultant: Art Gover, Fruittown Land Stewardship Services

**Site Showing/
Pre-Bid Meeting:** A **mandatory** site showing will be held at the Project Location on:
March 16, 2026 at 10:00 AM EDT

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: March 10, 2026

Registration Email: paprograms@chesapeakeconservancy.org

Include "Sheridan Buffer Site Showing Registration" in the subject line.

RFP Due Date: **All proposals must be submitted by:**
April 1, 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 "Sheridan Buffer 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:
April 14, 2026

Questions: All questions regarding this RFP should be submitted to:
papograms@chesapeakeconservancy.org
Include "Sheridan Buffer RFP Question" in the subject line
Frank Rohrer, 570-372-4065

Project Description:

Install a riparian forest buffer and weed-suppression groundcover on 6.74 acres adjacent to Beaver Branch, a tributary of Spruce Creek. Trees will be planted on 5.5 acres of the buffer. Invasives will be treated and herbaceous cover will be seeded on the entire 6.74 acres. The site is an abandoned pasture that is located between second-growth forest and ag fields. The upstream entry is a culvert pipe under Pine Hollow Road and the downstream exit is a former railroad culvert. Between the entry and exit the stream is currently somewhat diffuse and almost entirely overgrown with reed canarygrass.

The site has three coarse-level plant community types. The largest portion (3.54 acres, 53 percent of total area) is reed canarygrass-dominated herbaceous cover. The channel-proper flows through this cover type. River-right of the channel is bounded by a "brush row" (1.15 acres, 17 percent) dominated by exotic shrubs, a few discrete mature native trees, and some sapling to pole-size native trees. The remainder of the site is comprised of three upland "islands" (2.05 acres total, 30 percent) that feature mature second-growth hardwoods with an understory of exotic shrubs and herbaceous areas dominated by goldenrod species.

The site is to be planted to native trees in fall 2026. Assuming the reed canarygrass is a useful indicator of soil moisture and occasional inundation, the planting will be dominated by FACW-adapted species, with species diversity achieved with placement of FAC- and FACU-adapted species in the brush row and upland islands. The bulk of shrub establishment will be through live staking by volunteers along the channel in spring 2027.

The plan map in Attachment A depicts the project boundaries.

The successful bidder will be responsible for the following:

Service 1: Site Preparation

- Site preparation shall consist of two rounds of herbicide suppression of the reed canarygrass dominated areas, mechanical reduction of dense exotic shrub areas through mastication and two rounds of herbicide treatment of intact exotic woody plants.
- Contractor shall complete the following activities within the specified timelines and shall follow the notes and considerations:

Activity and Methods	Timeline
Exotic woody vegetation mastication (selective, leave native woody species) Forestry mulching attachment (FECON Bullhog or equivalent) 3.2 acres (“brush row” and “upland islands”)	Completed no later than 5/15/26
Reed canarygrass/herbaceous suppression, Round 1 Broadcast application of glyphosate plus imazapic at 3.0 + 0.094 lb acid equivalent (ae)/acre	5/1/26 to 5/15/26
Exotic woody vegetation suppression, Round 1 Foliar spot-application of glyphosate plus triclopyr at equivalent of 3.0 + 1.5 lb ae/acre.	6/1/26 to 7/1/26
Reed canarygrass/herbaceous suppression, Round 2 Broadcast application of glyphosate-only at 3.0 lb ae/ac	7/1/26 to 8/1/26
Exotic woody vegetation suppression, Round 2 Foliar spot-application of glyphosate plus triclopyr at equivalent of 3.0 + 1.5 lb ae/acre.	Completed no later than 9/15/26
<p>Notes and Special Considerations:</p> <ol style="list-style-type: none"> Exotic woody species mastication operation cannot damage the mowed grass pathway along north and west boundary of site. Any damage from the operation needs to be repaired to original condition or better to the satisfaction of the landowner. Broadcast application to reed canarygrass/herbaceous vegetation needs to be conducted when the stream is confined to its channel and cannot contact the stream waters. Glyphosate and triclopyr herbicide products must have aquatic registration. Glyphosate + triclopyr herbicide mixes for exotic woody species suppression must be applied at a carrier volume of at least 20 gallons/acre. PA Department of Agriculture-compliant pesticide application records shall be completed and submitted via email to Fruittown Land Stewardship Services and Chesapeake Conservancy within 48 hours of completion of pesticide applications. Invoices for site preparation services will be approved after site inspection confirms satisfactory completion. Satisfactory completion for herbicide applications: Reed canarygrass/herbaceous cover – complete control, without skips Exotic woody vegetation foliar treatment – at least 90 percent defoliation after each treatment. 	

Service 2: Implementation

- Implementation shall consist of an August seeding (6.74 acres) of white clover (*Trifolium repens*), October – November tree planting (5.5 acres) and spot spraying around trees. The goal of the white clover seeding is to create a low-growing, non-permanent herbaceous cover to reduce exotic herbaceous species rebound and facilitate ongoing maintenance. Even though white clover is exotic, it is short and less competitive with trees than a lot of other groundcovers, and will dissipate over time as it gets overtopped. The white clover will provide a means to suppress the seedbank somewhat and release the trees.
- Contractor shall complete the following activities within the specified timelines and shall follow the notes and considerations:

Activity and Methods	Timeline
White clover seeding. Broadcast at 3 lb/ac; drill seed at 2 lb/ac	8/1/26 to 8/31/26
Plant specified trees and install tree protection.	10/15/26 to 11/15/26
Treat 6x6-ft squares around each installed plant with a mix of glyphosate + indaziflam + sulfometuron at 2.0 + 0.019 + 0.047 lb/ac. Shield trees from contact with the herbicide	At time of planting
<p>Notes and Special Considerations:</p> <ol style="list-style-type: none"> White clover is to be seeded to the entire project footprint. Provide a copy of seed tags to the project manager. Contractor shall plant 2 – 3 gallon containerized stock (3 gallon is strongly preferred but 2 gallon is the minimum acceptable size) on 5.5 acres of buffer. A total of 840 trees will be planted throughout the project area. To account for the varying moisture regimes, the contractor shall locate trees based on their adaptation (FACW, FAC, FACU) along the general gradient from the identified upland areas to the stream channel as well as localized conditions throughout the site. Site preparation will entail suppression of all herbaceous vegetation so the planting contractor will not be limited to discrete pre-sprayed spots. At 153 stems/acre the average spacing is 17-ft. Contractor can cluster plants as close as 12-ft apart to take advantage of less inundated locations and leave the wettest spots open. Contractor shall install protection on all trees. The protection shall protect the trees from buck rub and deer browsing and shall be a minimum of 5 feet (60-inches, 1.52 meters) tall. Protection will consist of cages, shelters or other means approved by Chesapeake Conservancy and Fruittown Land Stewardship Services. 	

- The following species are required to be planted in the listed quantities. **If species, sizes or quantities are not available, contractor will contact Fruittown Land Stewardship Services and Chesapeake Conservancy to discuss substitutions PRIOR to ordering trees or planting.**

Common Name	Scientific Name	Quantity
silver maple (FACW)	<i>Acer saccharinum</i>	110
American sycamore (FACW)	<i>Platanus occidentalis</i>	110
swamp white oak (FACW)	<i>Quercus bicolor</i>	110
pin oak (FACW)	<i>Quercus palustris</i>	110
yellow birch (FAC)	<i>Betula alleghaniensis</i>	60
shellbark hickory (FAC)	<i>Carya laciniosa</i>	60
sweetgum (FAC)	<i>Liquidambar styraciflua</i>	60
shingle oak (FAC)	<i>Quercus imbricaria</i>	60
tuliptree (FACU)	<i>Liriodendron tulipifera</i>	40
eastern white pine (FACU)	<i>Pinus strobus</i>	40
black locust (FACU)	<i>Robinia pseudoacacia</i>	40
American linden (FACU)	<i>Tilia americana</i>	40

- Upon completion of the implementation, contractor shall complete Attachment B – Final Report or equivalent. Final Report will include the following:
 - a. List of all tree species and quantities planted.
 - b. 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.

Service 3: Post Planting Establishment

- Post planting establishment shall occur in 2027 and shall consist of inspecting and assessing the buffer, maintaining shelters/cages, controlling invasive weeds, and applying herbicide around each installed tree.
- Contractor shall complete the following activities within the specified timelines and shall follow the notes and considerations:

Activity and Methods	Timeline
Inspect planting and conduct routine management as needed. Assess buffer and mortality. Submit assessment. Fix shelters and stakes.	3/1/27 – 6/1/27
Treat 6x6-ft squares around each installed plant with a mix of glyphosate + pre-emergent herbicide approved by project manager. Shield trees from contact with the herbicide	Spring 2027 (no later than 6/1/27)
Invasive/noxious weed control via herbicide.	Spring 2027 (no later than 6/1/27)
Notes and Special Considerations: 1. Contractor shall assess the buffer, complete Attachment C – Maintenance/Assessment Report and submit to Chesapeake Conservancy and Fruittown Land Stewardship Services no later than 6/1/27.	

Contractor shall perform replanting per the terms of the contractor’s guarantee.

The selected contractor shall, to the greatest extent possible, avoid damage to the existing native vegetation (including trees, shrubs and native herbaceous vegetation) during all phases of this project except where necessary to perform the services in the RFP.

Contractor shall complete and submit Attachment D - Spray Report or equivalent to Chesapeake Conservancy for each herbicide application.

Contractor will work closely with and coordinate the details of the project with Fruittown Land Stewardship Services and Chesapeake Conservancy.

Contractor will attend a mandatory meeting with Fruittown Land Stewardship Services prior to beginning work on the project to review all plans, designs and specifications associated with this project. Other meetings may be required throughout the project.

Contractor will ensure that the project complies with all local, state and federal laws and regulations including Pennsylvania One Call . Contractor shall follow all pesticide product labels, laws and regulations.

The contract will include, but is not limited to, the materials, labor and equipment to complete the activities listed in the Project Description.

RFP TERMS AND CONDITIONS

Selected contractors will be working with Chesapeake Conservancy and Fruittown Land Stewardship Services on the implementation of this project.

TIMELINE AND SCHEDULE:

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

- Start date and completion date of site preparation
- Start date and completion date of implementation
- Completion date for the post planting establishment in 2027

See Project Description for timelines for site preparation, implementation and post planting establishment.

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. If designing the project, the contractor shall also submit all required design notifications to the Pennsylvania One-Call System.

PA One Call: 1-800-242-1776 or 811
Project Final Design Serial #: 20252950159

One Call indicates a potential conflict at project site. Utilities are located near and in a portion of the area to be planted. Contractor shall follow all setbacks and restrictions to be identified by utility company. Contractor shall confirm location of facilities and setbacks with utilities.

COMMUNICATION:

Communication between the contractor, landowner, Fruittown Land Stewardship Services and Chesapeake Conservancy is crucial to a successful project. The contractor shall communicate closely with the landowner, Art Gover, Fruittown Land Stewardship Services (814-441-6336) and Frank Rohrer, Chesapeake Conservancy (570-372-4065) on all aspects of this project.

Contractor shall notify the landowner and receive explicit permission to enter prior to being on site, and notify Chesapeake Conservancy and Fruittown Land Stewardship Services of all site visits related to this project. Contractor will notify the landowner, Chesapeake Conservancy and Fruittown Land Stewardship Services at least three (3) days prior to beginning site preparation/implementation and prior to final departure from the site.

Failure to notify the appropriate parties may result in inadequate inspection of practices and the inability to certify that the services completed meet the required standards and specifications. Payment cannot be made on practices and services that have not been certified to the appropriate standards.

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 reports.

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 grants 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 *any 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 1, 2026 must be paid at the new rate.*
- Contractor and all subcontractors will be required to send timesheets/payroll documentation to Chesapeake Conservancy or sign a Compliance Form certifying that they will maintain, and upon request shall furnish employment and wage records to document compliance with enhanced minimum wage provisions.

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

- 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.
- 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 (not expired)** 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 include the cost to obtain additional insurance coverage that is above what they currently carry when calculating their price on the Contractor Response Form.

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:

Any person, contractor or subcontractor applying pesticide must have a current Pennsylvania Pesticide Applicator Certification and must be certified in the appropriate categories for this project (including some deer repellent applications) or must be under the direct supervision of a certified Pennsylvania Pesticide Applicator as required by law. It is the contractor's responsibility to ensure proper certifications and that they are following the laws and regulations pertaining to pesticide application. 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 RFP scoring sheet in Attachment E 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 based on the provided information in this RFP.

At a minimum each proposal response must include:

- Contractor Response Form
 - Price – including individual prices for site preparation, implementation and post planting establishment as well as total price.
 - Three references
 - List of subcontractors used (if applicable)
 - Proposed start dates
 - Proposed completion dates
 - Warranty/Planting guarantee
 - Proposed 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
 - **All policies on the COI must have current dates! *DO NOT SUBMIT EXPIRED COIs!!***
- Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (signed) - **Sign the form that is for this specific RFP even if you have signed this form for previous RFPs. DO NOT USE OLD FORMS.**

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 E – 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: Sheridan Riparian Buffer

Project Location: 3477 Tadpole Road Pennsylvania Furnace, PA 16865, Centre County

1. Total price for materials, labor, equipment and insurance 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 – Site Preparation

Materials \$ _____

Labor \$ _____

Total Site Preparation \$ _____

Service 2 – Implementation \$ _____

Materials \$ _____

Labor \$ _____

Total Implementation \$ _____

Service 3 – Post Planting Establishment \$ _____

Materials \$ _____

Labor \$ _____

Total Post Planting Establishment \$ _____

GRAND TOTAL PROPOSAL \$ _____

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

Name: _____ EIN: _____

Name: _____ EIN: _____

CONTRACTOR RESPONSE FORM

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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 start date of site preparation - **Required:** _____

5. Proposed completion date of site preparation – **Required:** _____

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

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 for trees and approximate minimum height for trees measured from soil line to top of highest terminal bud) - **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.

CONTRACTOR RESPONSE FORM

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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)

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 (**NOT EXPIRED**). 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 – Plan Map

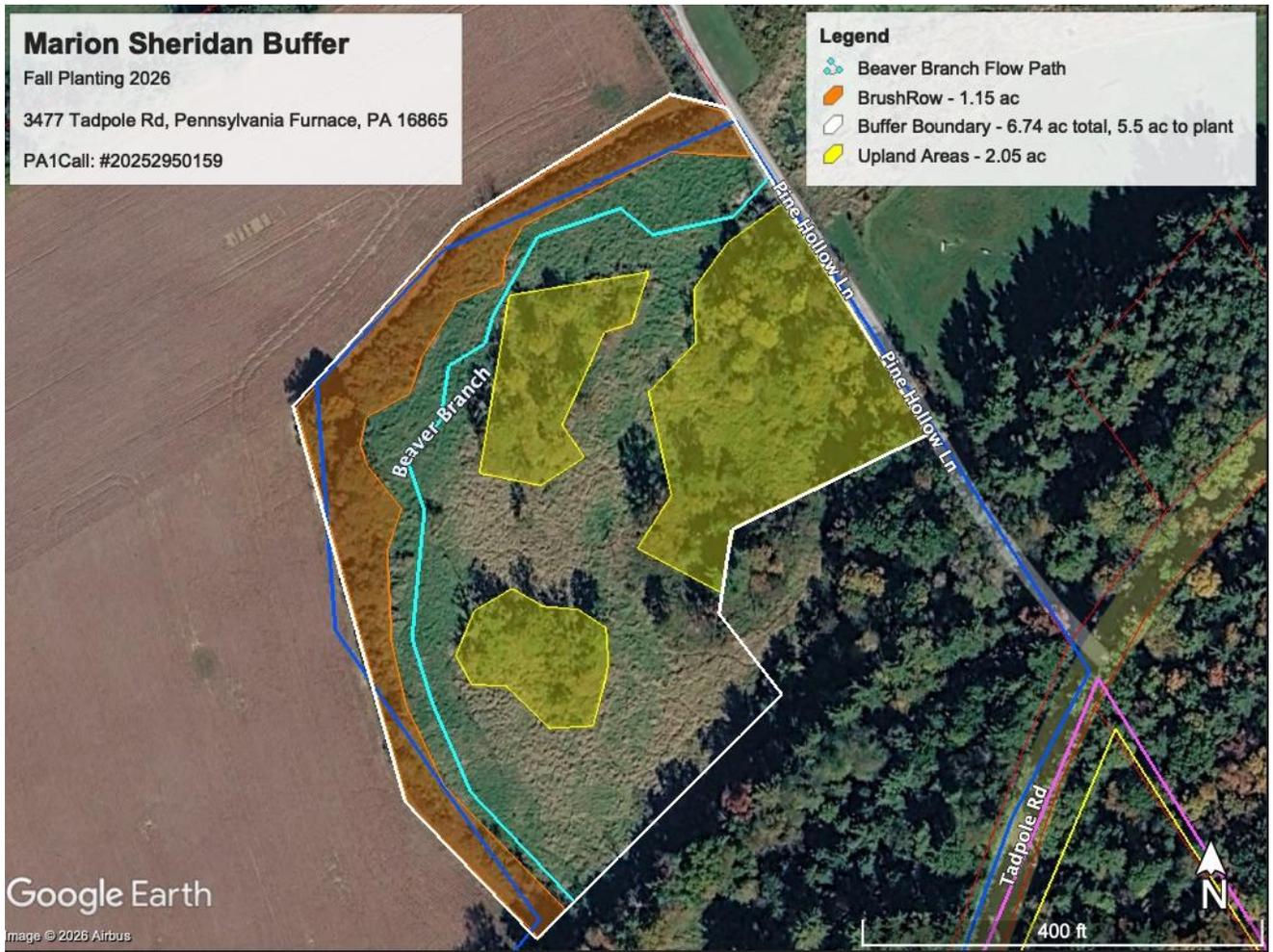
Attachment B – Final Report

Attachment C – Maintenance/Assessment Report

Attachment D – Spray Report

Attachment E – RFP Scoring Sheet

Attachment A – Plan Map



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.
-

Complete Final Report and send to:

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

Attachment C - 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	
<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"/> Burdock	<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"/> Crown Vetch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Curly Dock	<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"/> Mugwort	<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"/> Spotted Knapweed	<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"/> Thistle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Teasel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Wild Parsnip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> White Mulberry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Wineberry	<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"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

*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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Replace tubes and stakes	<input type="checkbox"/>	<input type="checkbox"/>	N/A	_____	<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"/>	_____
<i>Manual Maintenance Activities</i>						
Mowing/weed whacking	<input type="checkbox"/>	<input type="checkbox"/>	N/A	_____	<input type="checkbox"/>	_____
Brush Hog/forest mulching	<input type="checkbox"/>	<input type="checkbox"/>	N/A	_____	<input type="checkbox"/>	_____
<i>Pesticide/Herbicide Maintenance Activities</i>						
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"/>	_____

*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 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

Attachment E – RFP Scoring Sheet

Evaluation Criteria / Points	%	Bidder Name		Bidder Name		Bidder Name		Bidder Name	
		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 Stock Size Specifications 1 (deviates widely from specifications; does not meet minimum container size requirements) - 10 (exceeds minimum container size requirements; exceptional minimum plant height proposed)	15		0		0		0		0
Bid Price 1 (highest price) - 10 (lowest price)	25		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)	15		0		0		0		0
Planting Guarantee/Warranty 1 (no guarantee or warranty) - 10 (will replant to 100% of original number of stems planted)	10		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
Total -- All Evaluation Points	100	0	0	0	0	0	0	0	0