

REQUEST FOR PROPOSAL (RFP)

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 4.5 acre riparian buffer tree planting project:

- Site preparation
- Implementation (tree and shrub planting)
- Post planting establishment

RFP OVERVIEW AND PROJECT DESCRIPTION

RFP Release Date: April 21, 2026

Landowner Name: Duane Lovell

Project Location: 2180 Pine Run Road
Linden, PA 17744
Lycoming County, Woodward 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: Natural Resources Conservation Service (NRCS) and Lycoming County Conservation District (LCCD)

**Site Showing/
Pre-Bid Meeting:** *A mandatory site showing will be held at the Project Location on:*
May 6, 2026 at 1PM 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: **May 1, 2026**
Registration Email: paprograms@chesapeakeconservancy.org
Include "Lovell Buffer Site Showing Registration" in the subject line.

RFP Due Date: **All proposals must be submitted by:**
May 22, 2026 at 4PM 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 "Lovell 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:
June 1, 2026

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

Project Description:

This project will establish 4.5 acres of forested riparian buffer along 3,920 feet of an unnamed tributary to Pine Run in Woodward Township, Lycoming County, Pennsylvania. The average width of the buffer will be 50 feet. A mix of trees, shrubs and a small number of fruit (specialty) trees and conifers will be planted in the buffer. The planting is anticipated to occur in fall 2026 and site preparation is anticipated to begin in summer or fall 2026. Post planting establishment will occur in spring 2027. The riparian buffer will be funded by USDA Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program (RCCP) and Chesapeake Conservancy grant funding. All work must meet the specifications of NRCS and Chesapeake Conservancy.

This project is located on a beef farm operation and is being implemented as part of a larger whole farm restoration project (barnyard, etc.) with NRCS and Lycoming County Conservation District (LCCD). The riparian buffer project consists of installation of a cattle crossing, streambank fencing and tree planting. Livestock currently graze along the stream. The crossing and fencing work will need to be completed by other contractors prior to the tree planting contractor beginning site preparation. Since the fence work needs to be completed prior to any buffer work being started, the timing of the site preparation and planting is subject to change pending completion of the fence.

There are very few native woody species present in the buffer due to the livestock. There are small amounts of invasive plants present including autumn olive, multiflora rose and bush honeysuckle. There is some cool season grass growing on the streambanks.

The plan map in Attachment A depicts the project boundaries.

The successful bidder will be responsible for the following:

Service 1: Site Preparation

- Contractor shall apply a minimum of one round of herbicide application to control woody and non woody invasive plants throughout the entire buffer. Contractor shall use glyphosate plus other herbicides (triclopyr is commonly used) that are labeled for the target species and site.
- Contractor shall begin site preparation after the streambank fence is installed. The fence is anticipated to be installed sometime between May – October 2026.
- Satisfactory completion for the herbicide applications shall be at least 90% defoliation of invasives after each treatment.

Service 2: Implementation

- **Spot Spraying:** Contractor shall apply appropriate herbicide (glyphosate/non-selective and pre-emergent) in minimum 6 feet x 6 feet square spots to the 916 areas ("spots") to be planted with trees and shrubs. This shall occur during September – October 2026 (after fence is installed) and ideally will be done at least two weeks prior to planting. However, it is acceptable to apply the herbicide within one week after planting. Satisfactory completion for the herbicide applications shall be 100% control within each spot after treatment.

- **Tree Planting:** Contractor shall plant a total of 916 trees and shrubs in the buffer. The planting shall occur between October 1 – November 15, 2026.
 - 880 native trees and shrubs shall be planted.
 - 36 “Specialty” trees shall be planted.
 - **The minimum height for all native trees shall be 4 feet (except for conifers and chestnut). The minimum height for all shrubs shall be 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.**
 - **Meeting or exceeding the minimum heights is very important on this project as it will help to deter deer browsing especially on the trees and will ensure the project meets the specifications of NRCS. Bidders must specify the minimum heights they will plant for both trees and shrubs. Proposals that exceed the minimum height requirements will be awarded more points accordingly.**
 - A minimum size of 3-gallon containerized is strongly preferred for all native trees and shrubs (except for conifers and chestnuts). 2-gallon containerized is acceptable pending availability of 3-gallon.
 - **Bidders must specify the minimum container sizes they will plant for both trees and shrubs.**
 - Conifers shall be 1-gallon containerized. There is no minimum height requirement for these species.
 - “Specialty” trees shall be 1-gallon containerized. There is no minimum height requirement for these species.
 - The maximum size of American chestnut hybrids shall be 1-gallon. Smaller stock including bareroot is acceptable for American chestnut. There is no minimum height requirement for these species.
 - **Contractor shall install highly visible stakes that are a minimum of 4 feet tall at each planting location that is not protected (sheltered, caged, cribbed, etc.) to mark the location. This will aid in future maintenance.**
 - Trees and shrubs shall 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.
 - **SPECIES SELECTION**
 - The following species shall be planted in the listed quantities. **If species, sizes or quantities are not available, contractor will contact Chesapeake Conservancy to discuss substitutions PRIOR to ordering trees or planting. Substitutions of species and sizes by the planting contractor are allowable with prior approval from the project manager (NRCS) and Chesapeake Conservancy. Quantities of each species (unless specifically noted) can vary pending availability.**

NATIVE TREES

Total Number of Native Trees To Be Planted: 618

The following 2 **conifer** species are required to be planted in the listed quantities and sizes. **These species shall be 1-gallon containerized.** There is no minimum height requirement for these species. The landowner has specifically requested hemlock and spruce. **No shelters will be installed on these species.**

Common Name	Scientific Name	Quantity	Size
Eastern Hemlock	<i>Tsuga canadensis</i>	20	1-gallon containerized
White Spruce	<i>Picea glauca</i>	20	1-gallon containerized

For the remaining native tree species, planting contractor shall plant a **minimum of 6 native tree species from the list below**. Planting more species is encouraged. Quantities per species can vary but the **total number of trees from the list below shall be 578**. These species should be 3-gallon containerized. 2-gallon containerized may be acceptable for some species pending availability of 3-gallon. The minimum height for these trees shall be 4 feet. **No shelters will be installed on these species.**

Common Name	Scientific Name	Size
American Crabapple	<i>Malus coronaria (Pyrus coronaria)</i>	3-gallon containerized
American Sycamore	<i>Platanus occidentalis</i>	3-gallon containerized
American Wild Plum	<i>Prunus americana</i>	3-gallon containerized
Basswood (Linden)	<i>Tilia americana</i>	3-gallon containerized
Black Gum (Tupelo)	<i>Nyssa sylvatica</i>	3-gallon containerized
Black Oak	<i>Quercus velutina</i>	3-gallon containerized
Hackberry	<i>Celtis occidentalis</i>	3-gallon containerized
Hop-hornbeam	<i>Ostrya virginiana</i>	3-gallon containerized
Northern Red Oak	<i>Quercus rubra</i>	3-gallon containerized
Pin Oak	<i>Quercus palustris</i>	3-gallon containerized
Quaking Aspen	<i>Populus tremuloides</i>	3-gallon containerized
Red Mulberry	<i>Morus rubra</i>	3-gallon containerized
River Birch	<i>Betula nigra</i>	3-gallon containerized
Silver Maple	<i>Acer saccharinum</i>	3-gallon containerized
Sugar Maple	<i>Acer saccharum</i>	3-gallon containerized
White Oak	<i>Quercus alba</i>	3-gallon containerized

NATIVE SHRUBS

Total Number of Shrubs To Be Planted: 262

Planting contractor shall plant a **minimum of 3 shrub species from the list below**. Planting more species is encouraged. Quantities per species can vary but the **total number of shrubs from the list below shall be 262**. **These species should be 3-gallon containerized**. 2-gallon containerized may be acceptable for some species pending availability of 3-gallon. The minimum height for these shrubs shall be 2.5 feet. **No shelters will be installed on these species.**

Common Name	Scientific Name	Size
American Hazelnut	<i>Corylus americana</i>	3-gallon containerized
Black Chokeberry	<i>Photinia melanocarpa (Aronia melanocarpa)</i>	3-gallon containerized
Blackhaw	<i>Viburnum prunifolium</i>	3-gallon containerized
Chokecherry	<i>Prunus virginiana</i>	3-gallon containerized
Elderberry	<i>Sambucus nigra (Sambucus canadensis)</i>	3-gallon containerized
Gray Dogwood	<i>Cornus racemosa</i>	3-gallon containerized
Nannyberry	<i>Viburnum lentago</i>	3-gallon containerized
Ninebark	<i>Physocarpus opulifolius</i>	3-gallon containerized
Red Chokeberry	<i>Photinia pyrifolia (Aronia arbutifolia)</i>	3-gallon containerized
Red-osier dogwood	<i>Cornus sericea (Cornus stolonifera)</i>	3-gallon containerized
Silky Dogwood	<i>Cornus amomum</i>	3-gallon containerized
Southern Arrowwood	<i>Viburnum dentatum</i>	3-gallon containerized

Spicebush	<i>Lindera benzoin</i>	3-gallon containerized
Witchhazel	<i>Hamamelis virginiana</i>	3-gallon containerized

SPECIALTY TREES

Total Number of Specialty Trees To Be Planted: 36

The following specialty species are required to be planted in the listed quantities and sizes. There is no minimum height requirement for these species. The landowner has specifically requested these species. 5' shelters and stakes shall be installed on all these species.

Common Name	Scientific Name	Quantity	Size
Honeycrisp Apple Variety	<i>Malus spp.</i>	3	1-gallon containerized
Gala Apple Variety	<i>Malus spp.</i>	3	1-gallon containerized
Sweet Cherry Variety 1	<i>Various Prunus spp.</i>	3	1-gallon containerized
Sweet Cherry Variety 2	<i>Various Prunus spp.</i>	3	1-gallon containerized
Fruiting Pear Variety 1 (not Bradford Pear)	<i>Various Pyrus spp.</i>	3	1-gallon containerized
Fruiting Pear Variety 2 (not Bradford Pear)	<i>Various Pyrus spp.</i>	3	1-gallon containerized
Commercial Blueberry Variety 1	<i>Various Vaccinium spp.</i>	2	1-gallon containerized
Commercial Blueberry Variety 2	<i>Various Vaccinium spp.</i>	2	1-gallon containerized
Osage Orange*	<i>Maclura pomifera</i>	4	1-gallon containerized
American Chestnut hybrid**	<i>Castanea dentata hybrid</i>	10	Maximum size of 1-gallon containerized. Smaller sizes including bareroot are acceptable.

***Plant two female and two male osage orange trees for pollination.**

****If American Chestnut hybrids are not readily available, 1-gallon containerized Chinese Chestnut (*Castanea mollissima*) shall be substituted (two or more varieties of Chinese Chestnut are preferred to improve pollination).**

Planting Notes for Specialty Trees For Pollination

- Plant all apple trees in close proximity to each other
- Plant all sweet cherry trees in close proximity to each other
- Plant all pear trees in close proximity to each other
- Plant all blueberries in close proximity to each other
- Plant all osage orange in close proximity to each other.
- Plant all chestnut trees in close proximity to each other.

Planting Details

- The buffer width averages **50 feet** on each side of the stream and includes high tensile fencing to restrict livestock access.
 - Plant trees only in a zone **from the stream edge (or top of bank) to approximately 5 feet from top of bank.**
 - Plant a mix of trees and shrubs in a zone **from approximately 5 feet to 40 feet wide**

with primarily shrubs in the outermost row. **Plant the “specialty” trees in the outermost row away from the stream being sure that the necessary varieties are close enough to each other for pollination. If needed, some “specialty” trees can be planted in the adjoining row to ensure pollination.**

- The distance from the outermost row of trees/shrubs to the edge of the buffer/fence shall be approximately **10 feet**. This is a no planting zone.
 - Trees and shrubs shall be planted in rows either as a “grid” layout or “staggered” layout.
 - The distance between rows shall be approximately **15 feet**.
 - The distance between trees/shrubs *within* a row shall be approximately **12-13 feet**.
 - Closer spacing is allowable if needed.
 - Conifers shall be planted in groups for maximum wildlife benefit.
 - Pennsylvania native trees and shrubs shall be planted at a density of **195 stems per acre**. An additional 36 “specialty” trees shall also be planted for a **combined density of 204 stems per acre**.
 - Wet species should be concentrated near the stream/water sources/saturated locations within the buffer. Dry species should be planted outside of the wet areas in the upland portions of the buffer.
- **Tree Shelters:**
 - Contractor shall install tree shelters or wire cages on all 36 “specialty” trees. Shelters/cages shall be a minimum of 5 feet in height. Shelters or cages shall not be installed on any other trees/shrubs.
 - **Contractor shall install highly visible stakes that are a minimum of 4 feet tall at each planting location that is not protected (sheltered, caged, cribbed, etc.) to mark the location. This will aid in future maintenance.**
- **Deer Repellent:** Contractor shall apply deer repellent to all native trees and shrubs immediately upon planting. Deer repellent shall not be applied to “specialty” trees that will be utilized for fruit unless the repellent is labeled for that use.
 - Contractor shall complete Attachment B – Final Report or equivalent and submit to Conservancy within 30 days of completing the tree planting.

Service 3: Post Planting Establishment

- Contractor shall be responsible for post planting establishment activities to be completed in 2027. All post planting services shall be completed no later than May 31, 2027.
- **Spot Spraying Around Trees/Shrubs:** Contractor shall apply appropriate herbicide (glyphosate/non-selective and pre-emergent) in minimum 6 feet x 6 feet square spots to the 916 trees and shrubs that were planted. A minimum of one application is required. Satisfactory completion for the herbicide applications shall be 100% control at each spot after each treatment.
- **Invasive Control:** Contractor shall apply a minimum of one round of herbicide application to control woody and non woody invasive plants throughout the entire buffer. Contractor shall use glyphosate plus other herbicides as needed (triclopyr is commonly used) that are labeled for the target species and site. Satisfactory completion for the herbicide applications shall be at least 90% defoliation after each treatment.

- **Deer Repellent:** Contractor shall apply deer repellent a minimum of one time to all native trees and shrubs that were planted. Deer repellent shall not be applied to “specialty” trees that will be utilized for fruit unless the repellent is labeled for that use.
- **Shelter/Cage Maintenance:** Contractor shall perform one round on shelter/cage maintenance. Maintenance shall consist of fixing and resetting shelters and stakes, installing new zip ties/connectors as needed, removing competing vegetation within the shelters and removing and disposing of bird nets as needed.
- **Assessment:** Contractor shall assess the buffer, complete Attachment C – Maintenance/Assessment Report and submit to Conservancy.
- **Replanting:** Contractor shall assess mortality and perform replanting per the terms of the contractor’s guarantee.

Other

- Contractor shall attend a site meeting prior to starting work to review all plans, designs and specifications associated with this project.
- Contractor shall work closely with and coordinate the details of the project with NRCS and Chesapeake Conservancy.
- Contractor shall ensure that all necessary permits are obtained prior to implementation and ensure that the project complies with all local, state and federal laws and regulations including Pennsylvania One Call. Contractor shall follow all pesticide product labels, laws and regulations.
- Contractor shall complete and submit Attachment D - Spray Report or equivalent to Chesapeake Conservancy within 30 days of each herbicide application.

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 NRCS and Chesapeake Conservancy on the implementation of this project.

TIMELINE:

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

- Start date of site preparation (based on anticipated start date of Summer 2026)
- Start date of implementation
- Completion date of implementation
- Completion date for 2027 post planting establishment

Streambank fence will need to be constructed by a fence contractor prior to buffer contractor beginning work. The fence is anticipated to be completed May – October 2026.

Site preparation for the buffer shall start after the livestock fence is completed (site preparation is likely to occur sometime between June – September 2026).

Implementation (tree planting) shall occur in October – November 2026 with all implementation services completed no later than November 15, 2026.

Post planting establishment work shall occur in 2027 and be completed no later than May 31, 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 **detailed** description (including any exceptions) of their planting guarantee/warranty. **The minimum required guarantee is as follows:** Contractor shall guarantee plant and installation quality to meet or exceed 70% survival on all planted stock by the end of the first growing season (Fall 2027). If 70% survival is not met at that time, replanting to a 70% survival rate will be required and paid for by the contractor. Replanting shall occur in Fall 2027 or Spring 2028. **Proposals that guarantee a higher survival and/or provide a more substantial warranty will receive more points.**

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 #: 20250061339

COMMUNICATION:

Communication between the contractor, landowner, NRCS and Chesapeake Conservancy is crucial to a successful project. The contractor shall notify NRCS and Chesapeake Conservancy at least three (3) days prior to beginning site preparation, implementation and post planting establishment and prior to final departure from the site.

Failure to notify NRCS and Chesapeake Conservancy 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:

This project is being funded by **multiple grant sources** including NRCS RCPP and Chesapeake Conservancy grants. Selected contractors will receive payments from the Operator and Chesapeake Conservancy. Payments made by NRCS to the Operator will determine the Conservancy's portion. The Conservancy cannot pay the Contractor more than it cost to install the practices. Contractors should expect payment from the Operator at the completion of the project when NRCS certifies that the project was installed to NRCS specifications.

Contractor shall invoice the Conservancy for services rendered during the preceding month. The Conservancy will issue payment within thirty (30) days from the date the approved invoice and all required documents are submitted to the Conservancy AND the Conservancy receives reimbursement from its funding source. Required documents may include an Application for Payment form, enhanced minimum wage documentation, final report, maintenance assessment and spray reports. We anticipate the time from invoice submission to the Conservancy to payment to be 60 days. This may be longer if our payment from our funder is delayed. Since this is an NRCS project, the Conservancy's portion of the payment may be capped until final NRCS certification is calculated to ensure the payment to the Contractor doesn't exceed the total project cost.

GRANTS:

The terms and conditions of the National Fish and Wildlife Foundation Innovative Nutrient and Sediment Reduction (0602.24.082478), PA Department of Conservation and Natural Resources Forest Buffer (RFB28.6-81 and BRC-RFB-27-209) 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 tasks related to 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. Effective July 1, 2026, the enhanced minimum wage rate is \$17.88 per hour ([56Pa.B.1102](#)). *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**

- a. **Enhanced Minimum Wage.** Contractor/Lessor agrees to pay no less than \$17.31 (\$17.88 after July 1, 2026) 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 (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.

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 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.

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
 - Proposed stock sizes and heights
 - Warranty/Planting guarantee
 - Enhanced minimum wage certification
 - Safety performance
 - Debarment and tax liability certification
 - Signed by authorized representative
- Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (signed)
- Current Certificate of Insurance

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

Page 1 of 3

Contractor Name: _____

Project Name: Duane Lovell

Project Location: 2180 Pine Run Road Linden, PA 17744, Lycoming 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 – 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 QUOTE \$ _____

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

Page 2 of 3

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 start date of implementation - **Required:** _____

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

Required: _____

7. Proposed completion date of final year of post planting establishment - **Required:** _____

8. Proposed stock size (indicate container sizes and minimum heights) - **Required:**

	Minimum height (ft)	Container Size*
Native Trees (except conifers and chestnuts)		
Conifers		
American Chestnut Hybrids		
Specialty Trees		
Native Shrubs		

*For Chestnut, indicate stock size if not planting containerized.

Provide any explanation/description if needed for clarification: _____

9. I/We provide the following planting guarantee/warranty. - **Required:**

CONTRACTOR RESPONSE FORM

Page 3 of 3

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

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

11. 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.

12. 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)

13. 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.

14. 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

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

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

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

Date: 12/31/2024

Riparian Buffer Map

Client(s): LARRY B LOVELL
Location: Farm# 4204, Tract# 4177
Lycoming County, Pennsylvania

Assisted By: RYAN KOCH
USDA-NRCS
MONTOURSVILLE SERVICE CENTER
LYCOMING COUNTY CONSERVATION DISTRICT



Prepared with assistance from USDA-Natural Resources Conservation Service

0 250
Feet

Conservation Practice Polygons

- Riparian Forest Buffer (391)
- Practice Schedule PLUs

PA One Call-Dial 811 or 1-800-242-1776
Final Design Serial# -20250061339



USDA is an equal opportunity provider, employer, and lender

Final Report

Page 2 of 2

Section III – 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. 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 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

Landowner/Job Name: Lovell Buffer
BMP #: 72

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 Specifications 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)	25		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)	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)	10		0		0		0		0
Planting Guarantee/Warranty 1 (no guarantee or warranty) - 10 (will replant to 100% of original number of stems planted; limited or no exceptions)	20		0		0		0		0
Total -- All Evaluation Points	100	0	0	0	0	0	0	0	0