

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:

- Develop a Comprehensive Nutrient Management Plan (CNMP) for a beef operation (approximately 20 cow/calf pairs and 143 acres) in Warriors Mark, PA. Plans must meet NRCS Standards for CNMP development.

RFP OVERVIEW AND PROJECT DESCRIPTION

RFP Release Date: July 7, 2026

Landowner Name: Tom Brodzina

Project Location: 4835 Halfmoon Valley Road
Warriors Mark, PA 16877
Centre County

RFP Issuing Office: Chesapeake Conservancy

Email: paprograms@chesapeakeconservancy.org

Phone: 570-372-4065

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

Partner Organization: Jill Barskey, ClearWater Conservancy

RFP Due Date: **All proposals must be submitted by:
August 7, 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 "Brodzina CNMP 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:
August 17, 2026

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

Project Description:

The successful bidder will be responsible for developing a CNMP for a beef cow operation (approximately 20 cow/calf pairs) located in Warriors Mark, PA. The parcel totals 143 acres. This acreage includes 43 acres of crop fields on the south side of Rt 550 and 52 acres of crop fields on the north side of Rt 550 (farmstead side). The acreage also includes a 6.2 acre forested riparian buffer on the north side of Rt 550. There is a 4 acre (approximate) pollinator plot on the south side of Rt 550 that was established with assistance from NRCS. There is an animal concentration area of approximately 0.5 acres. There is an existing liquid manure storage that is currently not being utilized. See Attachment A for a map of the parcel boundaries.

Plans must meet NRCS Standards for CNMP development. Please refer to the Field Office Technical Guide for the most recent requirements. The CNMP must include three key components:

- Conservation Plan for all crop acres
- Nutrient Management Plan addressing all cropland and pasture acres that receive nutrients generated by the operation
- Engineer's Inventory and Evaluation (I&E), including cost estimate
 - I&E must include all current livestock numbers with an engineer's estimate for the current livestock numbers. If the landowner wishes to expand their operation to include additional livestock numbers, a second I&E with engineer's cost estimate shall be included for the combined (current and proposed) livestock numbers.

Services to be provided include, but are not limited to:

- **Collaboration and Coordination:** Work closely with landowner to conduct thorough site visits, evaluating current management practices, land use, and existing infrastructure.
- **Data Collection:** Work with the landowner(s) to gather essential information, including livestock numbers, feed and forage practices, manure production, and current nutrient management strategies.
- **Environmental Assessment:** Identify and assess critical areas with potential environmental impacts, such as waterbodies, drainage patterns, and sensitive habitats.
- **Nutrient Recommendations:** Develop field-specific nutrient recommendations ground in crop needs, soil tests, and manure analysis to optimize nutrient application and soil health.
- **Best Management Practices (BMPs):** Identify and recommend BMPs aimed at protecting water quality, controlling erosion, and mitigating environmental impacts. Recommended BMPs, including stream buffers, shall be designed to meet NRCS specifications and to ensure that landowner meets eligibility requirements for programs such as EQIP, RCPP, etc. In addition, the contractor will consult with Chesapeake Conservancy and other partners to ensure that stream buffer design meets the minimum grant specifications.
- **Regulatory Compliance:** Ensure that the CNMP adheres to all applicable local, state, and federal regulations, particularly those established by NRCS.
- **Comprehensive Documentation:** Compile the CNMP into a detailed report that includes maps, calculations, and all necessary supporting documentation.

- **Final Submission:** Submit the completed CNMP to NRCS Centre County field office for review and approval.

RFP TERMS AND CONDITIONS

Selected contractors will be working with Chesapeake Conservancy, ClearWater Conservancy and the NRCS Field Office on the implementation of this project.

PLAN DEVELOPMENT TIMELINE:

CNMP shall be completed as soon as possible. Contractors shall include with their response when they can begin working on the CNMP and their projected completion date. Preference may be given to contractors who can complete the CNMP by December 31, 2026.

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

COMMUNICATION:

Communication between the Contractor, Landowner, NRCS, Clearwater Conservancy and Chesapeake Conservancy is crucial to a successful project. Contractor shall notify the landowner, Clearwater Conservancy and Chesapeake Conservancy when they will be onsite.

Contractor shall verify with NRCS, Landowner, and partners that the CNMP and associated BMPs meet NRCS and partner specifications as well as meet the needs of the Landowner.

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.

GRANTS:

The terms and conditions of the Pennsylvania Department of Environmental Protection (DEP) Growing Greener Watershed Renaissance Initiative (C990004397) and National Fish and Wildlife Foundation (NFWF) Innovative Nutrient and Sediment Reduction (INSR) (0602.24.082478) 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.

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
Professional Liability -	
Per Claim:	\$1,000,000

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

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 and professional liability.

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.

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 B to contractors whose registration is confirmed by Chesapeake Conservancy.

EQUAL EMPLOYMENT OPPORTUNITY:

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

SUBMISSION OF PROPOSALS AND SELECTION CRITERIA

SUBMISSION OF PROPOSALS:

Proposals are requested for the items described in the Project Description, in accordance with the Terms and Conditions included in this RFP. Any estimated quantities included in this RFP are for information only. The successful bidder will be responsible for determining the final quantities and practices as part of the CNMP writing process.

At a minimum each proposal response must include:

- Contractor Response Form
 - Price
 - Three references
 - List of subcontractors used (if applicable)
 - Proposed start date
 - Proposed completion date
 - 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 B – RFP Scoring Sheet.

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

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

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

CONTRACTOR RESPONSE FORM

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Contractor Name: _____

Project Name: Brodzina CNMP RFP

Project Location: 4835 Halfmoon Valley Road, Warriors Mark, PA 16877, Centre County

1. Total price to supply materials, labor, and equipment for performing the work as outlined in the RFP Project Description - **Required:**

Comprehensive Nutrient Management Plan

Total Quote for All Services: \$ _____

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

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

3. Date on which CNMP can be started - **Required:** _____

4. Date on which CNMP can be completed - **Required:** _____

5. Small Business and Small Diverse Business (See Terms and Conditions for details) - *Check if applicable*

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

Small Business and/or Small Diverse Business

I/We 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.

6. 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.

7. 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.

CONTRACTOR RESPONSE FORM

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

- 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.

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>	

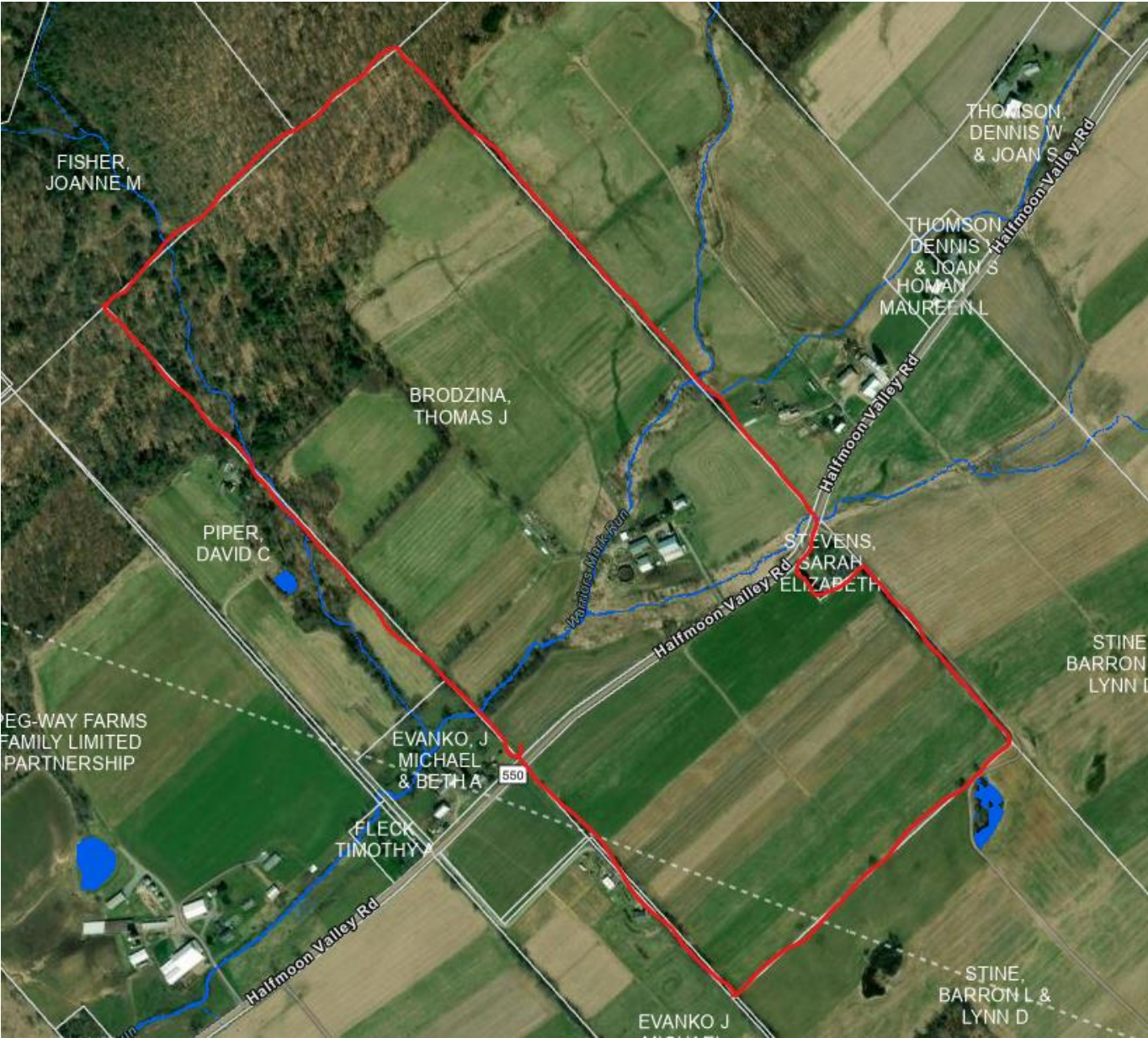
ATTACHMENTS:

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

Attachment A – Property Map of Brodzina Farm

Attachment B – RFP Scoring Sheet

Attachment A – Property Map of Brodzina Farm



Attachment B – RFP Scoring Sheet

Landowner/Job Name: BMP 122 Brodzina CNMP

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)	10		0		0		0		0
Bid Price 1 (highest price) - 10 (lowest price)	35		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)	30		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
Schedule Adherence 1 (no dates or schedule provided) - 10 (schedule completed within preferred timeframe)	20		0		0		0		0
Total -- All Evaluation Points	100		0		0		0		0