REQUEST FOR PROPOSAL (RFP)

Eastern Centre County 2027 Riparian Buffer Maintenance

(BMP # 121; Maintenance Project #34)

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 7 separate RFPs for riparian buffer maintenance. Each of the RFPs will cover a different county (or part of a county) within the Conservancy's central Pennsylvania rapid stream delisting catchments. The 7 buffer maintenance RFPs include: Eastern Centre, Western Centre, Clinton, Huntingdon, Lycoming, Snyder and Union counties.

Contractors may bid on one or more of the RFPs.

The RFPs include the following riparian buffer maintenance services:

- Plant trees/shrubs (replanting the sites) to replace dead trees/shrubs (select RFPs only)
- Complete Maintenance/Assessment Report for each property
- Spot spray around live trees
- Invasive control (woody and non-woody)
- Tree/shrub shelter maintenance
- Apply appropriate herbicide in minimum 4ft x 4ft square spots around newly planted trees/shrubs to control competing vegetation
- Remove existing tree/shrub shelters and stakes within the entire buffer that are no longer functioning and dispose of them per landowner preference
- Apply deer repellent (for Huntingdon RFP only)

This RFP is for 23.2 acres of buffer maintenance and assessment and planting 280 trees across 4 properties in Eastern Centre County. For additional details, please refer to the RFP Overview and Project Description below.

RFP OVERVIEW AND PROJECT DESCRIPTION

RFP Release Date: October 26, 2026

RFP Issuing Office: Chesapeake Conservancy
Email: paprograms@chesapeakeconservancy.org
Phone: 570-372-4707
The issuing office is the sole point of contact for this proposal.

Local Partner Liaison: Carla Hine, U.S. Fish and Wildlife Service

RFP Due Date: **All proposals must be submitted by:**
December 14, 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 "E. Centre Co 2027 Maintenance 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: December 21, 2026

Questions: All questions regarding this RFP should be submitted to: paprograms@chesapeakeconservancy.org
Include "E. Centre Co 2027 Maintenance RFP Question" in the subject line
Shannon Thomas, 570-372-4707

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

23.2 acres of riparian forest buffer on 4 properties in Eastern Centre County require buffer maintenance and assessment. These buffers have had varying degrees of maintenance performed over the last few years from none to frequent. Chesapeake Conservancy wants to emphasize that the degree of services needed for each buffer may vary from site to site.

Refer to the Site Information Table found on page 8 for site specific information such as address, acres and the services needed for each project.

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

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

1. **Conduct an assessment of each buffer including tree mortality, presence of invasives, harmful insects and plant disease, etc. (using Attachment A – Maintenance/Assessment Report provided by Chesapeake Conservancy)**

    a. Contractor will be responsible for completing the Maintenance/Assessment Report (Attachment A) for each property.

    b. Only ***one*** Maintenance/Assessment Report per site is required, however multiple Spray Reports will be needed if contractor applies herbicide on multiple days.

    c. The information the contractor fills out on the Maintenance/Assessment Report will be used by the Conservancy to determine the current condition of the buffer and what, if any, future maintenance needs are required for each property. Additional services that the contractor may identify could include: additional invasive control, future spot spraying around trees, manual maintenance and replanting.

2. Apply herbicide to control invasive and noxious weeds (woody and non-woody) and forestry mulching.

a. Controlling invasive and noxious weeds is an important part of buffer maintenance. Each of these sites has varying amounts of invasives present. **A maximum of 29 hours will be allocated for herbicide application to treat invasive and noxious weeds on the 4 properties (buffers) in Eastern Centre County.** It is at the contractor's discretion when visiting the property to determine how many hours of invasive control they want to commit to each property. Beyond this, the Maintenance/Assessment Report will be where the contractor recommends additional services needed for successful buffer establishment and function. Only ***one*** Maintenance/Assessment Report per site is required, however multiple Spray Reports will be needed if contractor applies herbicide on multiple days.

b. The most common invasives expected to be found at each site are listed in the Site Information Table. There will likely be other invasive plant species present on the sites that are in addition to those listed. In cases where there is reed canary grass present on the site, contractors should limit its treatment to only the area around the existing trees (maximum of 6' x 6' square spots). If, after treating all other invasives, there are hours remaining to do work, the contractor can treat additional reed canary grass.

c. Contractor shall complete and submit a Spray Report (Attachment B) or equivalent to Chesapeake Conservancy for each herbicide application. A separate report shall be submitted for each property.

d. Contractor shall use a forestry mulcher to cut and mulch woody invasives on **Site 3 only (14.4 acres)**. Mulching shall occur prior to applying herbicide. **A maximum of 30 hours will be allocated for forestry mulching on Site 3.**

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

a. The purpose of the herbicide application is to enhance tree growth and survivorship by eliminating competing vegetation around the tree thus ensuring plants mature to provide water quality benefits. Contractors should be prepared to spray around both sheltered and unsheltered plants of varying ages. In conjunction with input from the liaison, contractors will use their best judgement to determine which trees to spray around if the buffer has large, well-established trees present. Only trees that may benefit from suppressed ground vegetation should be treated.

b. When on site, contractors, with input from the liaison, can make a judgement call on spraying around natural regeneration and to what extent. If natural regeneration is present that would benefit from spraying around it and it is feasible to spray it without undue burden to the contractor, contractors are encouraged to spray around it.

c. Contractor shall spray around existing trees/shrubs as well as any newly planted trees/shrubs that are planted through this RFP.

The estimated number of existing live trees/shrubs that need to be sprayed around is listed in the Site Information Table. The numbers in the table are estimates only as some of these trees may not require an application (trees are well-established). These numbers are provided to give contractors an idea of the relative amount of spot spraying to be done at each site.

The number of trees/shrubs to be planted at each site is listed in the Site Information Table. Herbicide shall be applied around these trees. **Tree planting will occur on sites 2 and 4 only.**

d. Contractor should apply post-emergent/non-selective herbicide and may also apply pre-emergent herbicide if determined to be needed.

e. Contractor shall complete and submit a Spray Report (Attachment B) or equivalent to Chesapeake Conservancy for each herbicide application. A separate report shall be submitted for each property.

4. Perform tree/shrub shelter maintenance

a. Regular shelter maintenance is vital to the growth and survivorship of the trees and shrubs. The sites in this RFP will require varying degrees of maintenance. The Site Information Table lists whether or not shelter maintenance may be needed on each site. However, the type of maintenance as well as the type and number of shelters to maintain varies widely from site to site.

b. The types and sizes of shelters and stakes vary from project to project. Contractors should be prepared to maintain a variety of shelters including but not limited to solid, mesh, fenced cribs, welded wire, etc.

c. **A maximum of 19 hours will be allocated to perform shelter maintenance on the 4 properties (buffers) in Eastern Centre County.**

d. For the purposes of this RFP, shelter maintenance shall include the following:

i. Straighten leaning shelters, cribs and stakes by re-setting them upright and installing new UV resistant zip ties or other acceptable fasteners. This should only be done if it will be effective without installing a new stake or shelter.

Installation of new stakes and shelters of any kind is <u>NOT</u> a part of this RFP and <u>WILL NOT</u> be paid for by Chesapeake Conservancy.

ii. Remove and dispose of off-site (disposal per landowner preference) existing tree/shrub shelters and stakes within the entire buffer that are <u>no longer functioning as intended.</u> In conjunction with input from the liaison, contractor shall use their best judgement to determine which shelters and stakes to remove at each site. In general, if the shelter is no longer functioning as it should be (the shelter or stake is harming the tree, is leaning severely with a broken stake, etc.) it should be removed and disposed of. Factors that should be considered when removing shelters and stakes are:

- What is the overall condition of the shelter?
- Is the shelter damaging the tree?
- Is the shelter leaning severely?
- Has the tree “outgrown” the shelter (trunk is tight against the shelter)?
- Is the stake rotten or missing?

In some cases, landowners may want to keep the shelters and stakes for re-use later. **Contractor shall verify with each landowner if they want to keep the shelters/stakes or if contractor should dispose of them off site.**

iii. Remove/clean out competing vegetation that is growing *inside* the shelter. The intent is to remove tall vegetation that is growing inside the shelter which is often invasives. Low growing vegetation such as short grass or other low growing herbaceous vegetation does not need to be removed.
In general, the competing vegetation should be removed if it is as tall or nearly as tall as the tree, growing close to or out of the top of the shelter or if there are invasives inside the shelter. This often involves loosening the shelter to carefully lift it up, removing the vegetation and reseating the shelter back into the ground.

iv. Remove and dispose of (off-site) bird nets that are no longer needed or are no longer functioning (rotten, torn, etc.).

Bird nets should be removed if the tree is growing through it or if it is anticipated that the tree will reach the bird net within the next 6 months (if tree is 12-18" from top of shelter depending on species).

If the bird net is in good condition and the tree will not grow into it within the next six months, the bird net should be re-secured to the top of the shelter if it is not on properly.

5. Plant a total of 280 trees/shrubs to replace dead trees/shrubs

a. **Tree planting will occur on sites 2 and 4 only. The number of trees/shrubs to be planted at each of these sites and site specific species recommendations are listed in the Site Information Table and the Notes section below the table.** Substitutions due to availability will be permitted with prior approval of Chesapeake Conservancy. Contractor shall consult with Chesapeake Conservancy prior to planting any species not on this list.

- Contractor shall choose species from the approved list below*. Contractor shall consult with Chesapeake Conservancy prior to planting any species not on this list.

- Approved species list:

Common Name	**Scientific Name**
Allegheny (Smooth) Serviceberry	*Amelanchier laevis*
American Crabapple	*Malus coronaria (Pyrus coronaria)*
American Hazelnut	*Corylus americana*
American Hornbeam	*Carpinus caroliniana*
American Sycamore	*Platanus occidentalis*
American Wild Plum	*Prunus americana*
Basswood (Linden)	*Tilia americana*
Black Cherry	*Prunus serotina*
Black Chokeberry	*Photinia melanocarpa (Aronia melanocarpa)*
Black Gum (Tupelo)	*Nyssa sylvatica*
Black Locust	*Robinia pseudoacacia*
Black Oak	*Quercus velutina*
Black Walnut	*Juglans nigra*
Black Willow	*Salix nigra*
Blackhaw	*Viburnum prunifolium*

Box Elder	*Acer negundo*
Buttonbush	*Cephalanthus occidentalis*
Canadian Serviceberry	*Amelanchier canadensis*
Chokecherry	*Prunus virginiana*
Downy Serviceberry	*Amelanchier arborea*
Eastern Redbud	*Cercis canadensis*
Eastern White Pine	*Pinus strobus*
Elderberry	*Sambucus nigra (Sambucus canadensis)*
Flowering Dogwood	*Cornus florida*
Gray Dogwood	*Cornus racemosa*
Hackberry	*Celtis occidentalis*
Highbush Blueberry	*Vaccinium corymbosum*
Highbush Cranberry	*Viburnum trilobum (Viburnum opulus)*
Hop-hornbeam	*Ostrya virginiana*
Maple-leaf Viburnum	*Viburnum acerifolium*
Nannyberry	*Viburnum lentago*
Ninebark	*Physocarpus opulifolius*
Northern Red Oak	*Quercus rubra*
Paper Birch	*Betula papyrifera*
Paw-paw	*Asimina triloba*
Persimmon	*Diospyros virginiana*
Pin Oak	*Quercus palustris*
Possumhaw (Wild Raisin)	*Viburnum nudum*
Pussy Willow	*Salix discolor*
Quaking Aspen	*Populus tremuloides*
Red Chokeberry	*Photinia pyrifolia (Aronia arbutifolia)*
Red Maple	*Acer rubrum*
Red Mulberry	*Morus rubra*
Red-osier dogwood	*Cornus sericea (Cornus stolonifera)*
River Birch	*Betula nigra*
Sandbar Willow	*Salix exigua*
Sassafras	*Sassafras albidum*
Scarlet Oak	*Quercus coccinea*
Silky Dogwood	*Cornus amomum*
Silky Willow	*Salix sericea*
Silver Maple	*Acer saccharinum*
Smooth Alder	*Alnus serrulata*
Southern Arrowwood	*Viburnum dentatum*
Speckled Alder	*Alnus incana (Alnus rugosa)*
Spicebush	*Lindera benzoin*
Sugar Maple	*Acer saccharum*
Swamp White Oak	*Quercus bicolor*
Tulip Poplar	*Liriodendron tulipifera*
White Oak	*Quercus alba*
Winterberry	*Ilex verticillata*
Witchhazel	*Hamamelis virginiana*

b. **The minimum height for trees shall be 4 feet. The minimum height for 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.

c. **All trees and shrubs shall be containerized with a minimum size of 1-gallon. 2 or 3 gallon containers are strongly encouraged and preferred**.

d. **Contractor shall be responsible for determining which trees/shrubs are dead.** Contractor shall plant new trees/shrubs to replace the dead ones. The priority is to ensure adequate canopy closure over the stream. As such, the contractor shall coordinate with the local liaison to ensure an adequate number of trees are planted very near the stream.

e. **For all newly planted trees and shrubs, Contractor shall install highly visible stakes that are a minimum of 5 feet tall at each planting location to mark the location. This will aid in future maintenance.**

f. Contractor shall plant a minimum of 3 species from at least 3 genera at each site.

   Contractor shall contact Chesapeake Conservancy if contractor determines it is not feasible to plant all of the trees/shrubs on a site. Chesapeake Conservancy will work with the contractor to arrange planting the "excess" stock on other sites identified in the RFP.

g. Contractor shall complete a separate Attachment C – Final Report or equivalent for each site that was planted. Final Report will include the following:

   - List of tree and shrub species planted and quantities of each.

   - 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 sthomas@chesapeakeconservancy.org.

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

Liaisons will coordinate securing landowner permission to access each property.

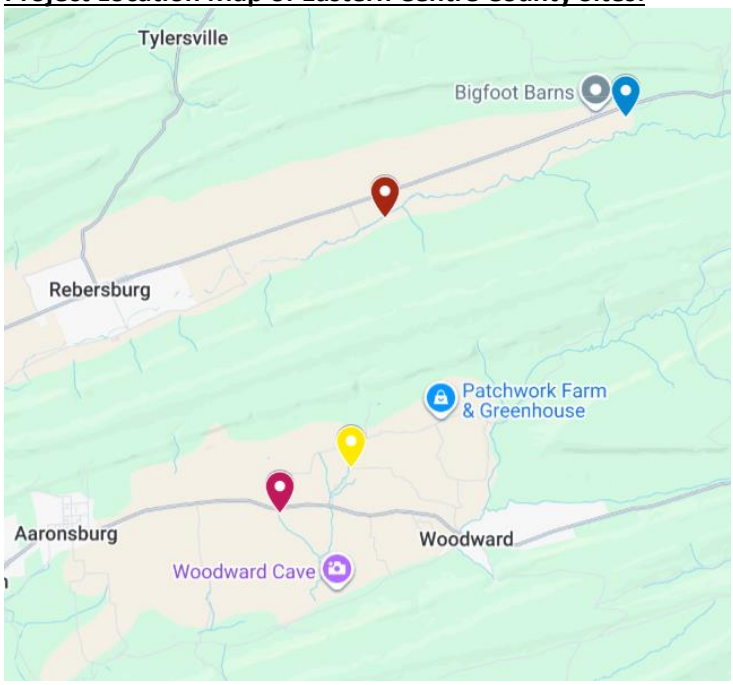
Contractor will work closely with local partner liaison. Prior to performing work on each site, contractor shall meet with the liaison and landowner to discuss project specifics and review all work to be completed. The local liaison will introduce the contractor to the landowner and provide additional site information such as parking location, buffer boundary, access point to the buffer and any other relevant information that may be beneficial to the selected contractor. Species must be chosen based on the site conditions with input from landowners and liaison (if landowners and liaison desire to have input).

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

MAPS AND INFORMATION

Eastern Centre County

Project Location Map of Eastern Centre County Sites:



Site Information Table for Eastern Centre County Sites:

Site Information				Services (only the services marked "Yes" are to be completed)					
Site #	Landowner Name	Address	Acres	Buffer Assessment (Attachment A)	Invasive Control (herbicide) (Note: reed canary grass is present on nearly every site and is not listed below.)	Spot Spraying Around Trees*	Shelter Maintenance	Replanting	Number of Herbicide Spots to Spray Around Newly Planted Trees
1	Charles "Chip" Brown	239 Fox Gap Road Rebersburg, PA 16872	3.1	Yes	Yes (privet, autumn olive, Japanese barberry, thistle, teasel and multiflora rose are most common)	Yes (~778 existing rees are expected to require spraying)	Yes	No	0
2	Lucas Stover	SR 45 & Amish School Drive Aaronsburg, PA 16820	3.2	Yes	Yes (autumn olive, barberry, multiflora rose, teasel, and honeysuckle are most common)	Yes (~251 existing trees are expected to require spraying)	No	Yes (200 trees to be replanted)	200
3	Steve Solomon	Brush Valley Road, Rebersburg, PA 16872	14.4	Yes	Yes: HERBICIDE AND FORESTRY MULCHING REQUIRED (autumn olive, Japanese barberry, M. rose, honeysuckle are most common)	Yes (~1,760 existing trees are expected to require spraying)	Yes	No	0
4	Orvil Hosterman	Intersection of Middle Road and Apple Butter Road, Aaronsburg, PA 16820	2.5	Yes	Yes (autumn olive, honeysuckle, M. rose, thistle are most common)	Yes (~232 existing trees are expected to require spraying)	Yes	Yes (80 trees to be replanted)	80

Total Acres = 23.2

**The actual number of trees to spray may differ from the number provided in this table. The numbers provided are estimates only and are not guaranteed.*

Site Specific Notes for Eastern Centre County Sites

Site 2: *Avoid the powerline when replanting. Much of the buffer is wet.* ***Plant OBL and FACW species such as buttonbush, alder, winterberry, ninebark and elderberry in the wet areas. The south end of the buffer is upslope and drier—plant species such as spicebush and blackhaw in that area.***

Site 3: *Replanting will be delayed until 2028 because extensive control of invasives is required before any further planting. Targeted invasive control especially in the south and southwest corners of the buffer shall be the priority for 2027 maintenance. This will require forestry mulching and follow up with herbicide as well as foliar herbicide applications.*

Herbicide squares and other spot spraying was concentrated in the upper portion of the buffer near the 2026 planting location. The lower portion of the buffer from the pine stand to the stream was spot sprayed two times, but mainly concentrated on the outer edges. Spot spray around trees in the lower buffer was completed where access to the trees was possible.

Shelter maintenance was concentrated in the upper portion of the buffer early in the season in 2026. Bees established nests in the tubes later in the spring, so shelter maintenance was difficult in the lower buffer. The lower buffer shelter maintenance should be a priority in early spring 2027.

Contractor shall clear the vegetation from the cribbing around the established gray dogwood stand. Poison ivy presence is heavy in this location.

This site requires extensive invasive control throughout the buffer.

Site 4: *Deer were browsing the tops of hawthorn in the eastern edge of the buffer. The alder in the southeast corner of the buffer were not leafed out on a June 2026 inspection, although were still rooted in place.* ***The landowner has requested that elderberry be planted as part of the replanting—contractor shall plant some elderberry.***

The late spring freeze in 2026 negatively impacted the new plantings, so they should be reassessed for possible replanting next year.

Aerial Imagery and Plan Maps (if available) for Eastern Centre County sites:
Aerial imagery of the buffer for each site is provided below. Copies of the plan maps are also included if they were available.

Site 1 – Charles "Chip" Brown
239 Fox Gap Road, Rebersburg, PA 16872

Aerial Imagery



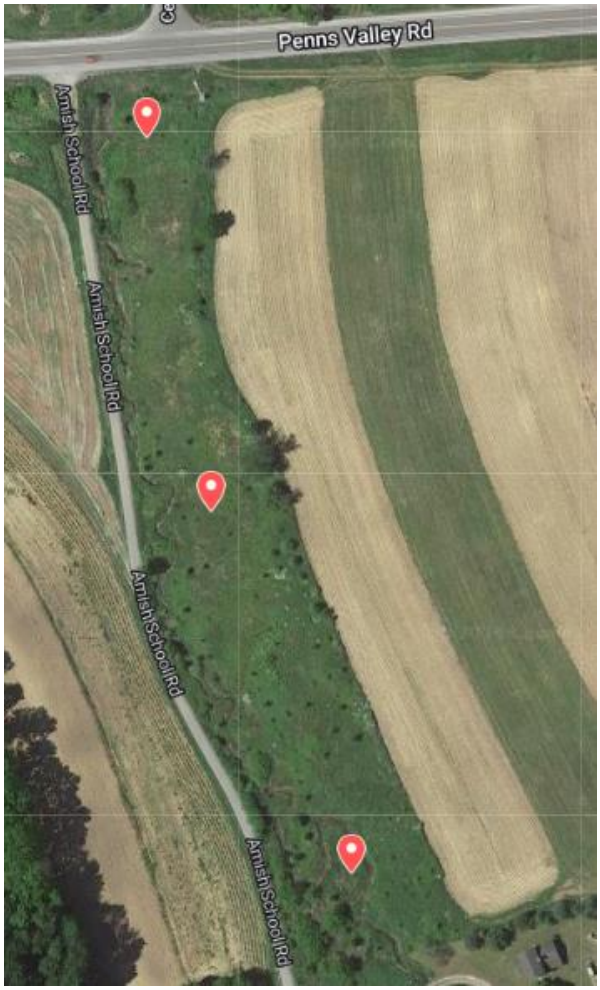
Plan Map



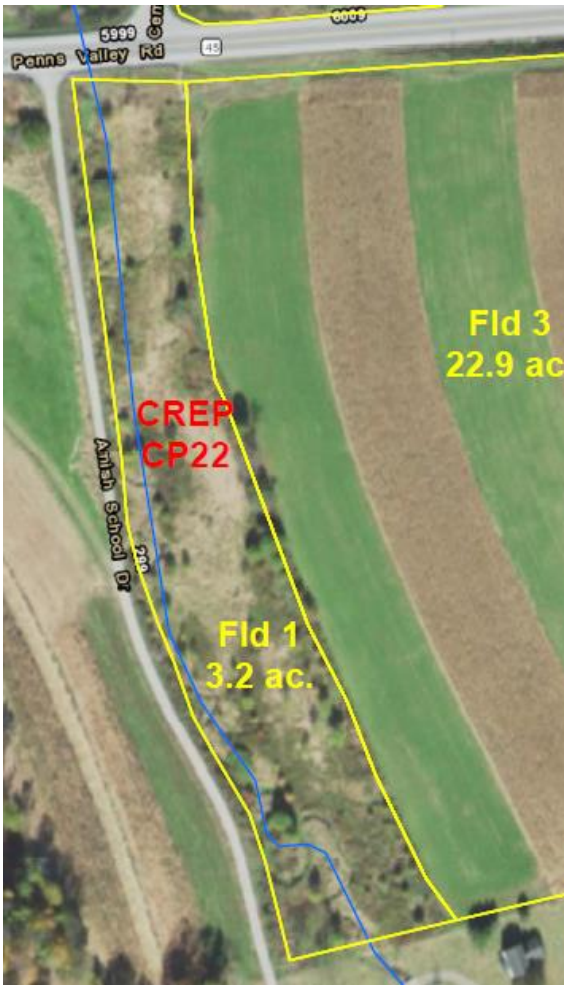
Site 2 – Lucas Stover

SR 45 & Amish School Drive, Aaronsburg, PA 16820

Aerial Imagery

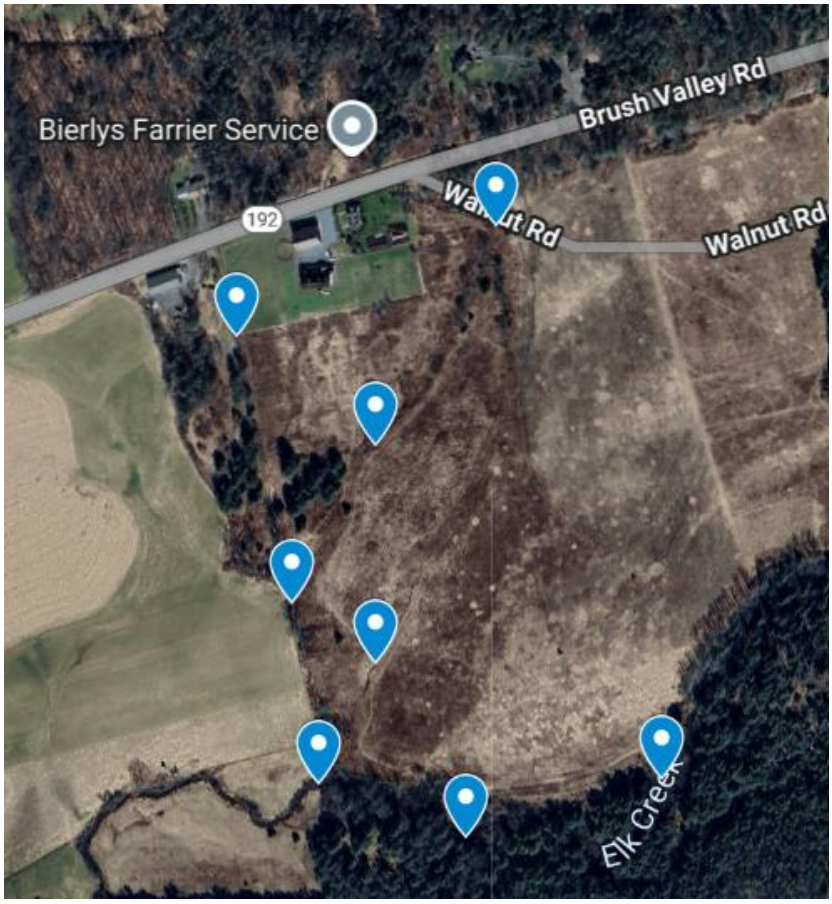


Plan Map

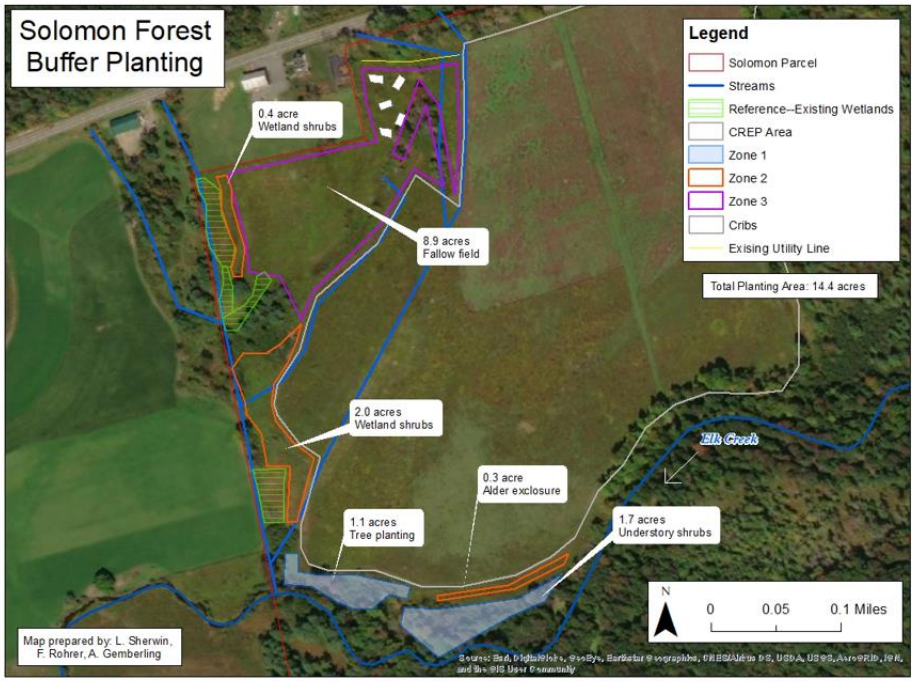


Site 3 – Steve Solomon
Brush Valley Road, Rebersburg, PA 16872

Aerial Imagery



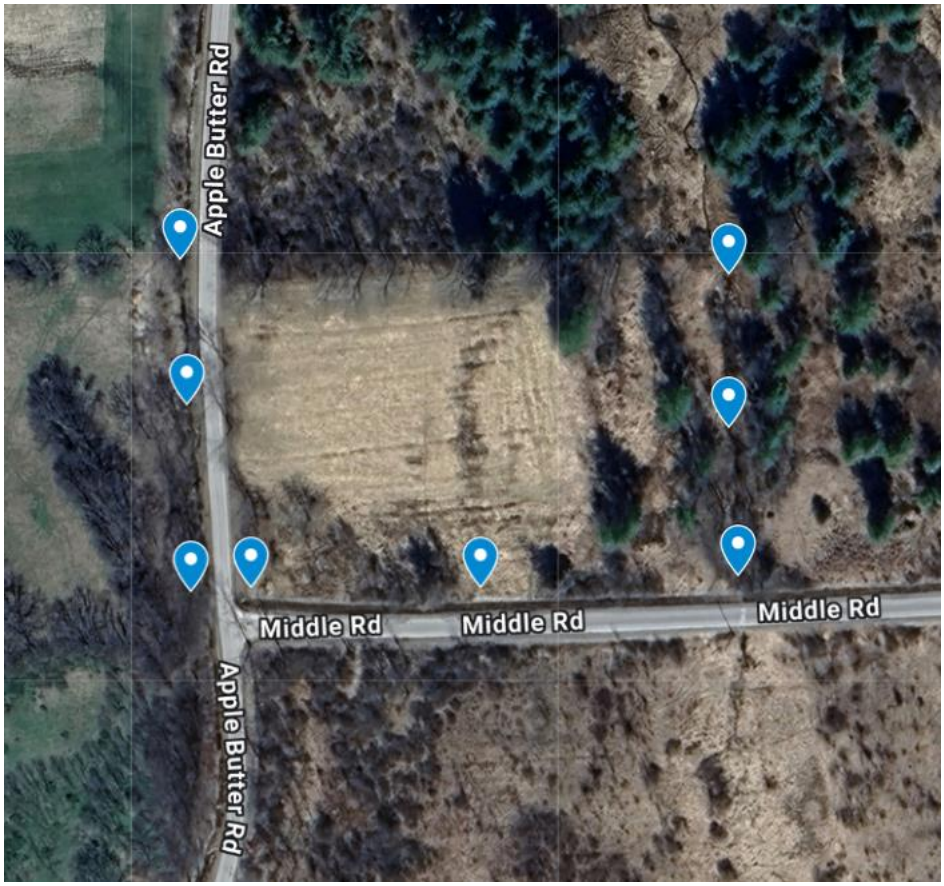
Plan Map



Site 4 – Orvil Hosterman

Intersection of Middle Road and Apple Butter Road, Aaronsburg, PA 16820

Aerial Imagery



Plan Map



RFP TERMS AND CONDITIONS

Selected contractors will be working with Chesapeake Conservancy and U.S Fish and Wildlife Service on the implementation of this project.

CONSTRUCTION TIMELINE AND SCHEDULE:
Contractors shall include with their response the date they can begin buffer maintenance and their estimated completion date. The services may begin as soon as is feasible (and site/growing conditions allow) after the contract is executed.

All tree planting for this RFP must be completed no later than May 15, 2027.

All buffer assessments must be completed and submitted to Chesapeake Conservancy no later than July 15, 2027.

All other buffer maintenance services for this RFP must be completed no later than September 30, 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.

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.

PA One Call: 1-800-242-1776 or 811

Property	***Project Final Design Serial #***
Site 1: No design one call completed because there are no trees being planted.	
Site 2: SR45 & Amish School Drive, Aaronsburg, PA 16820 (One call indicates utilities present in buffer. Contractor shall abide by any required setbacks.)	20262601686
Site 3: No design one call completed because there are no trees being planted.	
Site 4: Intersection of Middle Road and Apple Butter Road, Aaronsburg, PA 16820	20262601967

COMMUNICATION:
Contractor shall coordinate with county liaison. Prior to performing services on each site, contractor shall meet with the liaison (and landowners if landowners desire) to discuss project specifics and review all work to be completed.

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

GRANTS:
The terms and conditions of the Pennsylvania Department of Conservation and Natural Resources (BRC-RFB-28.6-81), National Fish and Wildlife Foundation Innovative Nutrient and Sediment Reduction (0602.24.082478), National Fish and Wildlife Foundation Small Watersheds Grant – Centre County (0603.24.079968) and 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 and Information sections of this RFP. Enhanced minimum wage applies when a contractor's employee(s) spends at least twenty percent of their time performing labor on the project in a given work week.

- Contractors shall follow and ensure that all subcontractors follow the required enhanced minimum wage provisions outlined below per Pennsylvania's Department of General Services* for *all labor*.
- Effective July 1, 2026, the enhanced minimum wage rate is $17.88 per hour (56Pa.B.1102).
- An annual cost of living adjustment is applied to the minimum wage rate each July. *All services completed after July 1st must be paid at the new rate.*
- Contractor and all subcontractors will be required to send timesheets/payroll documentation to Chesapeake Conservancy 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 $17.88 per hour to its employees for all hours worked directly performing the services called for in this Contract/Lease, and for an employee's hours performing ancillary services necessary for the performance of the contracted services or lease when such employee spends at least twenty percent (20%) of their time performing ancillary services in a given work week.*
b. ***Adjustment****. Beginning July 1, 2023, and annually thereafter, the minimum wage shall be increased by an annual cost-of-living adjustment using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for Pennsylvania, New Jersey, Delaware, and Maryland. The applicable adjusted amount shall be published in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.*
c. ***Exceptions****. These Enhanced Minimum Wage Provisions shall not apply to employees:*
    1. *Exempt from the minimum wage under the Minimum Wage Act of 1968;*
    2. *Covered by a collective bargaining agreement;*
    3. *Required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or*
    4. *Required to be paid a higher wage under any state or local policy or ordinance.*

d. ***Notice****. Contractor/Lessor shall post these Enhanced Minimum Wage Provisions for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed.*
e. ***Records.*** *Contractor/Lessor must maintain and, upon request and within the time periods requested by the Commonwealth, furnish all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.*
f. ***Sanctions****. Failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but shall not be limited to, termination of the contract or lease, nonpayment, debarment or referral to the Office of General Counsel for appropriate civil or criminal referral.*
g. ***Subcontractors****. Contractor/Lessor shall include the provisions of these Enhanced Minimum Wage Provisions in every subcontract so that these provisions will be binding upon each subcontractor.*

INSURANCE REQUIREMENTS:

Bidders shall include a copy of their **current (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.

Type of Insurance Coverage	*Limit Required*
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 professional liability and 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 scoring sheet in Attachment D 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 and Information sections of this RFP, 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 price per tree/shrub to plant, cost per acre to spot spray around trees, hourly rate for controlling invasives (herbicide and mulching), cost per site to complete Maintenance/Assessment Report, hourly rate for shelter maintenance, price per tree/shrub to apply deer repellent and total travel/mobilization cost
    - Subcontractors, if applicable
    - Proposed start date
    - Proposed completion date
    - Proposed stock size
    - Description of familiarity with project sites, landowners and liaison
    - Signed by authorized representative

- General Contractor Information Form and corresponding documents*****
    - Three references
    - Enhanced minimum wage certification
    - Safety performance
    - Debarment and tax liability certification
    - Insurance requirements
        - Copy of current Certificate of Insurance - **All policies on the COI must have current dates! *DO NOT SUBMIT EXPIRED COIs!!***
        - Agreement to obtain or documentation of self insurance
    - Signed by authorized representative
    - Commonwealth of Pennsylvania Worker Protection Investment and Certification Form (signed) - **DO NOT SUBMIT OLD FORMS THAT YOU MAY HAVE PREVIOUSLY SIGNED.**

****Contractors bidding on more than one 2027 Riparian Buffer Maintenance RFP, will only need to submit one General Contractor Information Form and corresponding documents. Contractors should note on the Contractor Response Form whether they are including the General Contractor Information Form with this response or if they submitted it with a separate Buffer Maintenance RFP response.***

All 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 D – 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

Contractor Name: _____

Project Name: Eastern Centre County 2027 Riparian Buffer Maintenance

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

   Note – Where a per hour rate is asked for below, contractors should fill in that rate as a total hour rate for all people working on the task. For example, if there will be 3 people working on invasive control and the cost per person is $30/hour, the contractor should put $90 as the per hour rate. If there is one person working on invasive control and the cost for that person is $25/hour, the contractor should put $25 as the per hour rate.

Component			Unit Price		Subtotal
Tree Planting (labor and materials; includes labor to identify dead trees to be replanted)	280 trees	x	$_____ per tree	=	$_____
Spot Spraying Around Trees (labor and materials)	23.2 acres	x	$_____ per acre	=	$_____
Invasive Control - Herbicide (labor and materials)	29 hours	x	$_____ per hour	=	$_____
Invasive Control – Forestry Mulching (labor and materials)	30 hours	x	$_____ per hour	=	$_____
Completing Maintenance/ Assessment Report	4 sites	x	$_____ per site	=	$_____
Shelter Maintenance	19 hours	x	$_____ per hour	=	$_____
Travel/Mobilization for ALL sites				=	$_____
GRAND TOTAL				=	$_____

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

   Name:_____ EIN:_____

   Name:_____ EIN:_____

3. Proposed start date of services - ***Required***: _____

4. Proposed completion date of services - ***Required***: _____

CONTRACTOR RESPONSE FORM

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

	Minimum height (ft)	Container Size*
Trees		
Shrubs		

6. Familiarity with project sites and landowners (describe any knowledge and past experience working on the sites specified in the RFP; describe any past experience and relationships working with the liaison specified in the RFP)- ***Required***: _____

7. Please check whether you are submitting the General Contractor Information Form and related supporting documents with this response or if you submitted them under a separate 2027 Riparian Buffer Maintenance RFP – ***Required:***

   ☐ I/We have included the General Contractor Information Form with this RFP response.

   ☐ I/We submitted the General Contractor Information Form with a separate 2027 Riparian Buffer Maintenance RFP 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. This proposal will remain valid for 90 days after submission. If awarded the RFP, I agree to sign a contract with the Chesapeake Conservancy.

Company Name:_____ Company Tax ID (EIN):_____

Company Address:_____

Representative's Name:_____ Telephone:_____

Email Address:_____

Signature:_____ Title:_____ Date:_____

GENERAL CONTRACTOR INFORMATION FORM

Page 1 of 2

Chesapeake Conservancy released 7 RFPs for 2027 riparian buffer maintenance. Each RFP is for a different county (Eastern Centre, Western Centre, Clinton, Huntingdon, Lycoming, Snyder and Union) within the Conservancy's central PA rapid stream delisting catchment areas.

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

Contractor Name: _____

Project Name: 2027 Riparian Buffer Maintenance

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

   Name:_____ Telephone:_____

   Name:_____ Telephone:_____

   Name:_____ Telephone:_____

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

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

3. 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.

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

   OSHA Records

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

   _____OSHA reportable incidents for the past three years (attach documentation if applicable)

   _____TRIR (Total Recordable Incident Rate) (show calculation, if none, write 0)

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

   Experience Modifier Rate

   _____EMR (attach documentation from insurance company, write N/A if not applicable)

GENERAL CONTRACTOR INFORMATION FORM

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

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

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

6. 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. 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).

Signature ***Date***
Name (Printed)
Title of Certifying Official (Printed)
Contractor/Grantee Name (Printed)

ATTACHMENTS:

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

Attachment A – Maintenance/Assessment Report
Attachment B – Spray Report
Attachment C – Final Report
Attachment D – RFP Scoring Sheet

Attachment A - 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.

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

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

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

*Guidance on determining % coverage: This is the percent that the individual species takes up on the ground of the entire buffer. Example: If you estimate that autumn olive lives on 10% of the site, put a 10 in the space provided.

Deer Browse

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

	Density*			
	Light	**Moderate**	**Heavy**	**None**
Deer Browse:	☐	☐	☐	☐

Description:_____

_____

_____

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

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

Livestock Issues

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

☐ **Description:**_____

_____

_____

Overall Buffer Condition

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

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

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

- 1 = Buffer is a complete failure and trees are essentially non-existent (for forested buffers) or very low numbers. 0 – 25 trees per acre. Invasive plants are likely moderate to heavy. If present, almost all shelters are damaged and non-functional. Extensive maintenance or replanting needed.
- 2 = Some trees are present but in low numbers. 25 - 50 trees per acre. Invasives 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)
Shelter Maintenance Activities						
Secure shelters and stakes (Flush or 1" below ground)	☐	☐	☐	_____	☐	_____
Replace tubes and stakes	☐	☐	N/A	_____	☐	_____
Secure/remove bird netting	☐	☐	☐	_____	☐	_____
Remove anything inside shelter that isn't the planted material	☐	☐	☐	_____	☐	_____
Remove shelters	☐	☐	☐	_____	☐	_____
Manual Maintenance Activities						
Mowing/weed whacking	☐	☐	N/A	_____	☐	_____
Brush Hog/forest mulching	☐	☐	N/A	_____	☐	_____
Pesticide/Herbicide Maintenance Activities						
Apply deer repellent	☐	☐	☐	_____	☐	_____
Spot spray around live planted trees**	☐	☐	☐	_____	☐	_____
Invasive control/herbicide**	☐	☐	☐	_____	☐	_____

*Definitions of categories

- ***N/A*** – Does not apply to the site
- ***Good Condition/No Maintenance Required*** – Applies to the site but no maintenance is needed at this time.
- ***Maintenance Completed This Visit*** – Maintenance for this task was performed during today's site visit - Specify approx. number of acres treated.
- ***Future Maintenance Is Needed*** – Maintenance for this task is needed in the future (within the next 12 months after you have completed all maintenance on the project for the year) - Specify approx. how many person-hours are needed.

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

Replanting

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

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

Recommended acres for replanting:_____

Recommended number of trees for replanting:_____

Description: _____

Pollinator Meadow/Grass Buffer (if applicable)

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

☐ **Description:**_____

Other Notes (if needed)

Attachment B - 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 C

Final Report

Page 1 of 2

Section I – Project and Contractor Information

Project BMP# (located on contract): _____

Landowner Name: _____

Contractor Name: _____

Section II – Final As-Built Tree and Shrub Species Planted

Common Name	Scientific Name	Quantity
	TOTAL	

Date planting was completed: _____

Section III – Attachments

Attach the following to this report:

1. A minimum of 5 photographs (jpeg or PDF format) of the site and work completed. 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
Shannon Thomas
sthomas@chesapeakeconservancy.org
570-372-4707

Attachment D – RFP Scoring Sheet

		Bidder Name		Bidder Name		Bidder Name		Bidder Name	
Evaluation Criteria / Points	**%**	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 Stock Size Specifications 1 (deviates widely from specifications; does not meet minimum container size and plant height requirements) - 10 (exceeds minimum container size and plant height requirements)	15		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 *(Conservancy may also check with other partners for feedback)* 1 (no references provided and unknown) - 10 (references provided and has done great work)	15		0		0		0		0
Familiarity with Sites, Landowners and Liaisons 1 (no famililiarity) - 10 (extensive familiarity with all three)	20		0		0		0		0
Small, Small Diverse Business 1 (no information provided) - 10 (federal and state small and small diverse business)	5		0		0		0		0
Timeline/Construction Schedule Adherence 1 (no dates or schedule provided) - 10 (all services will be completed within preferred timeframe)	15		0		0		0		0
Total -- All Evaluation Points	**100**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**